

UMASS/AMHERST



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# IT II

GOVERNMENT DOCUMENTS  
COLLECTION

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University of Massachusetts  
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## Desktop Procurement/EDI: EDI Enhancements

### User's Hands-On Training Guide

*May 27, 1998*



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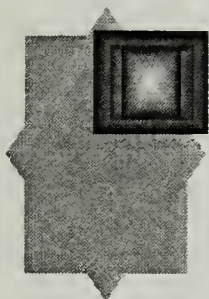


## Section A



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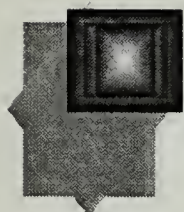
## ***Presentation***

### ***EDI Enhancements***

#### **OR Transaction and Procurement Match**

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### ***Goals of EDI Enhancements***

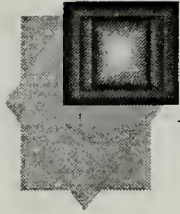
- ◆ **Streamline OR transactions**
- ◆ **Accommodate common business practices**
- ◆ **Improve timeliness of payments**
- ◆ **Reduce manual intervention**

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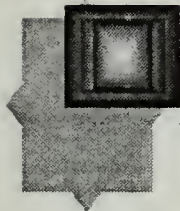


## ***Implementation***

- ◆ **Statewide OR Enhancements**
- ◆ **Pilot Procurement Match**
- ◆ **Statewide Procurement Match**

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## ***Implementation: Statewide OR Enhancements***

- ◆ **Training must be completed**
  - ◆ **Departments**
  - ◆ **Vendors**
- ◆ **Vendors must be ready electronically**

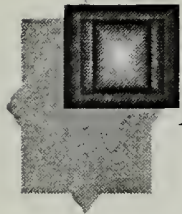
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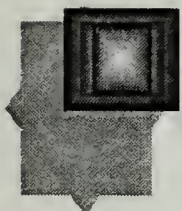


### ***Implementation: Pilot Procurement Match***

- ◆ **Pilot Vendor - Corporate Express**
- ◆ **Pilot Departments - Focus Group Participants**
- ◆ **Simultaneous Management**
  - Two-Way-OR Match**
  - Three-Way Match**

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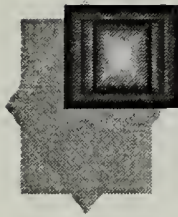
### ***Implementation: Statewide Procurement Match***

- ◆ **Successfully Complete Pilot**
- ◆ **Activate Vendors**
- ◆ **Complete Training for All Departments**

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## ***Y2K Compliance***

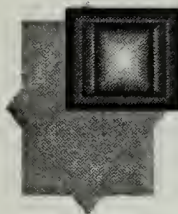
◆ All Enhancements will be modified to comply

◆ Four Position Year

10/28/98 becomes 10/28/1998

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## ***OR Enhancements - Features***

◆ Redesigned OREG Screen

◆ New Functionality on OR Transaction

◆ Redesigned DOCO Screen

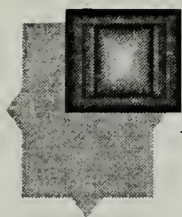
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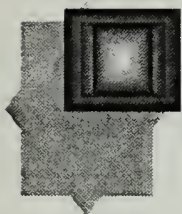


## ***Redesigned OREG Screen***

- ◆ Streamlined data entry
- ◆ Receipt confirmation of EDI SC transactions
- ◆ Receipt confirmation of substitutions

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## ***OREG: Streamlined Data Entry***

- ① Grouping of user-entered fields
- ② System-filled option: PREFILL QTY REC'D (Y/N)
- ③ Short Catalog Description inferred

***Note:*** Key is Ref Order ID and Catalog Number

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ACTION: A SCREEN: OREG M M A R S MM/DD/YY HH:MM:SS  
 ORDER RECEIPT SELECTION GENERATION TABLE  
 KEY IS REF ORDER ID, CATALOG NUMBER  
 READY TO GENERATE "OR" DOCUMENT:

①

REF ORDER ID: SC FUN 1000EDIPARS	OR DOC ID: OR FUN 1000EDIPARS
PREFILL QTY REC'D (Y/N): Y	DATE RECEIVED: 09 24 97
REC'D BY: JOHN SMITH	CARRIER CODE: UPS
VENDOR DELIVERY #: 808167	VENDOR CODE: 042896999 0162
VENDOR NAME: BEST EDI VENDOR INC	
CARRIER NAME: UNITED PARCEL SERVICE	

③

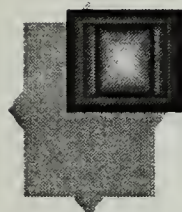
PO LN	QUANTITY RECEIVED	CATALOG NUMBER	QUANTITY RETURNED	S U B	ORDERED BALANCE	ORDERED QUANTITY	CATALOG DESCRIPTION
01	37.50	CC-CC	0.00		37.50	37.50	MAINTENANCE
02	5.50	AA-AA	0.00		5.50	5.50	WEEKDAY-SER
03	10.00	DD-DD	0.00		10.00	10.00	WEEKEND NITE
04	15.50	BB-BB	0.00		15.50	15.50	WEEKDAY-EMRG

H--EC24W-PLEASE VERIFY VEND DEL NUMBER \* H--EC851 ENTRY ADDED TO DOCO  
 05 -\*LO33 NO LINES ADDED

*\* A new warning message was added alerting users to verify vendor delivery number.*

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## OREG: Receipt Confirmation of EDI SCs

### ◆ OREG is a stand-alone table

#### ① EDI SCs inferred to OREG

#### ② SC Work Order ID entered as VENDOR DELIVERY #

#### ③ SC decimal positions accommodated

- ◆ Expansion of quantity fields
- ◆ Elimination of informational fields:
- ◆ QTY OVR, QTY UND
- ◆ QTY DAM, QTY IP, QTY REJ
- ◆ P/F

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ACTION: A SCREEN: OREG M M A R S MM/DD/YY HH:MM:SS  
 ORDER RECEIPT SELECTION GENERATION TABLE  
 KEY IS REF ORDER ID, CATALOG NUMBER  
 READY TO GENERATE "OR" DOCUMENT:

REF ORDER ID: SC FUN 1000EDIPARS ① OR DOC ID: ORFUN1000EDIPARS  
 PREFILL QTY REC'D (Y/N): Y DATE RECEIVED: 09 24 97  
 REC'D BY: Bob Smith CARRIER CODE: UPS  
 VENDOR DELIVERY #: 808167 ② VENDOR CODE: 042896999 0162  
 VENDOR NAME: BEST EDI VENDOR INC  
 CARRIER NAME: UNITED PARCEL SERVICE

③

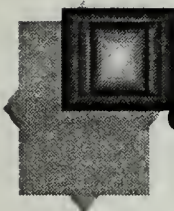
PO LN	QUANTITY RECEIVED	CATALOG NUMBER	QUANTITY RETURNED	S U B	ORDERED BALANCE	ORDERED QUANTITY	CATALOG DESCRIPTION
01	37.50	CC-CC	0.00		37.50	37.50	MAINTENANCE
02	5.50	AA-AA	0.00		5.50	5.50	WEEKDAY-SER
03	10.00	DD-DD	0.00		10.00	10.00	WEEKEND NITE
04	15.50	BB-BB	0.00		15.50	15.50	WEEKDAY-EMRG

H--EC24W-PLEASE VERIFY VEND DEL NUMBER \* H--EC851 ENTRY ADDED TO DOCO  
 05-\*LO33 NO LINES ADDED

\* A new warning message was added alerting users to verify the vendor delivery number.

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## OREG: Receipt Confirmation of Substitutions

- ◆ Policy Issues
- ◆ Substitution Processing
- ◆ Three-Way Match Processing with SUB

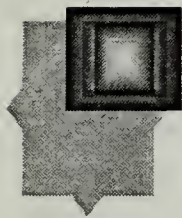
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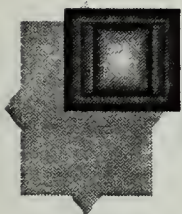


## ***OREG: Policy Issues***

- ◆ Substitution policy unchanged:
  - ◆ prior approval from department required
  - ◆ value of SUB must be equal to or greater than original
  - ◆ Unit Cost of SUB must be equal to or less than original

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## ***OREG: Substitution Processing***

- ◆ SUB supported on OR transactions and open tables
- ◆ Original Catalog Number always shows on OR
- ◆ Use ORTX to:
  - ◆ identify Catalog Number(s) of accepted substitute(s)
  - ◆ provide information and instructions to vendor

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ACTION: A SCREEN: OREG M M A R S MM/DD/YY HH:MM:SS  
 ORDER RECEIPT SELECTION GENERATION TABLE  
 KEY IS REF ORDER ID, CATALOG NUMBER  
 READY TO GENERATE "OR" DOCUMENT:

REF ORDER ID: PG FUN 5000EDIPARS OR DOC ID: ORFUN5000EDIPARS  
 PREFILL QTY REC'D (Y/N): Y DATE RECEIVED: 09 24 97  
 REC'D BY: Bob Smith CARRIER CODE: UPS  
 VENDOR DELIVERY #: 808167 VENDOR CODE: 042896999 0162  
 VENDOR NAME: BEST EDI VENDOR INC  
 CARRIER NAME: UNITED PARCEL SERVICE

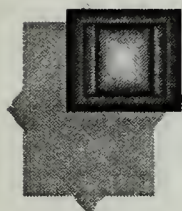
PO LN	QUANTITY RECEIVED	CATALOG NUMBER	QUANTITY RETURNED	S U B	ORDERED BALANCE	ORDERED QUANTITY	CATALOG DESCRIPTION
01	10.00	MBS-1430	0.00	Y	10.00	10.00	CHAIR - ERG
02	12.00	PAS-0980	0.00		12.00	12.00	GLUE ELMER
03	5.00	ANA-15422	0.00		5.00	5.00	PENCILS
04	25.00	CAF-077	0.00	N	25.00	25.00	FILE FOLDER

H--EC24W-PLEASE VERIFY VEND DEL NUMBER \* H--EC851 ENTRY ADDED TO DOCO  
 05--\*LO33 NO LINES ADDED

\* A new warning message was added alerting users to verify vendor delivery number

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## Three-Way Match Processing with SUB

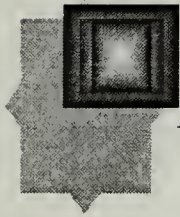
- ◆ VIs edited nightly for SUB value
- ◆ When VI Catalog Number differs from OR:
  - ◆ If SUB = Y, VI will *not* REJECT
  - ◆ If SUB = N, VI will REJECT
  - ◆ If SUB = Blank (default), VI will REJECT

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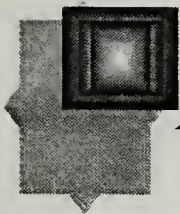


### ***New Functionality on OR Transaction***

- ◆ OR cancellation function
- ◆ OR cancellation and PROM STAT

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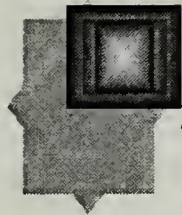
### ***ACTION: X - OR Cancellation Function***

- ◆ “DONE” ORs, PROM STAT not “C”
  - ◆ incorrect Vendor Delivery Number
- ◆ Create OR and enter an ACTION: X
- ◆ Warning will advise you to verify the document number
- ◆ OR and related encumbrance tables adjusted

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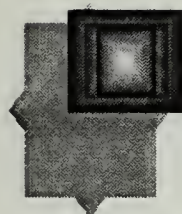


## ***SUSF: OR Cancellation and PROM***

- ◆ PROM STAT "C" OR transactions cannot be canceled
- ◆ New PROM STAT "I"
  - ◆ Identifies zero-balance, inactive ORs and VIs
  - ◆ Lines can be increased through SUSF
  - ◆ PROM STAT is "O" when OR lines increased

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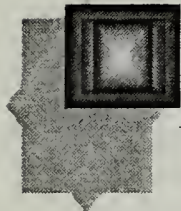
## ***Redesigned DOCO Screen***

- ◆ Supports OR Enhancements
- ◆ New Functionality

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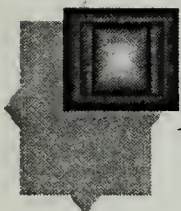


## ***DOCO: Support of OR Enhancements***

- ◆ Supports new and modified OREG fields
  - ◆ Accepts SC data
  - ◆ Supports SCs quantity fields
  - ◆ Supports SUB
- ◆ Stores OREG records before generation

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## ***DOCO: New Functionality***

- ◆ Deletes OREG entries through new Action: D
  - ◆ Eliminates data not generated to documents
  - ◆ Reduces confusion from unused records

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ACTION: D SCREEN: DOCO M M A R S MM/DD/YY HH:MM:SS  
 OR DOCUMENT PENDING TABLE  
 KEY IS DOCUMENT ID, CATALOG NUMBER, PO LINE NUMBER

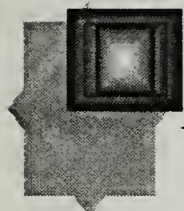
OR DOCUMENT ID: OR FUN 1000EDIPARS BATCH DOC ID: OR FUN 000101  
 VENDOR DELIVERY #: 808167 REC'D BY: MARY SMITH  
 CARRIER CODE: UPS DATE RECEIVED: 09 24 97  
 REF ORDER ID: PG FUN 1000EDIPARS VENDOR CODE: 042896999 0162  
 DOCUMENT ACTION:

CATALOG NUMBER	PO LN NO	QUANTITY RECEIVED	QUANTITY RETURNED	OR LN NO	S U B
01- MBS-1430	01	8.00	1.00	001	
02-					
03-					
04-					
05-					
06-					
07-					

\*Note: The redesigned DOCO table accommodates entries from OREG

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## *Procurement Match Enhancements - Features*

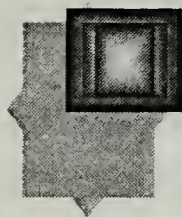
- ◆ Two-Way-OR Match
  - ◆ PROM IND
  - ◆ VI Elimination
  - ◆ Vendor Delivery Number
- ◆ EDI PV Generation

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## *Two-Way-OR Match: PROM IND*

### ① PROM IND value activated

“R” = Two-Way-OR Match

“A” = Three-Way Match

### ◆ PROM IND added to PROM, PRMS and PRMP tables

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ACTION: R SCREEN: PROM M M A R S MM/DD/YY HH:MM:SS  
 \*\*\* PROCUREMENT MATCH TABLE \*\*\*

KEY IS PURCHASE ORDER ID, VENDOR DELIVERY NUMBER

PURCHASE ORDER ID: PD FUN 50006092001

①

	VENDOR DELIVERY NUMBER	VENDOR INVOICE NUMBER	RECEIPT TRANS ID	PROM IND	PROM STAT
01-	1250731-0001-01		OR FUN 50006092001	R	C
02-					
03-					
04-					
05-					
06-					
07-					
08-					
09-					
10-					
11-					

\*\*Note: This PROM table shows an entry for a Two-Way-OR procurement match.

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ACTION: R SCREEN: PROM M M A R S MM/DD/YY HH:MM:SS  
 \*\*\* PROCUREMENT MATCH TABLE \*\*\*

KEY IS PURCHASE ORDER ID, VENDOR DELIVERY NUMBER

PURCHASE ORDER ID: PD FUN 50006092001

①

	VENDOR DELIVERY NUMBER	VENDOR INVOICE NUMBER	RECEIPT TRANS ID	PROM IND	PROM STAT
01-	1250731-0001-01	1928732	OR FUN 50006092002	A	C
02-					
03-					
04-					
05-					
06-					
07-					
08-					
09-					
10-					
11-					

\*\*Note: This PROM table shows an entry for a Three-Way procurement match.

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ACTION: R SCREEN: PRMS M M A R S MM/DD/YY HH:MM:SS  
 \*\*\* PROCUREMENT MATCH STATUS TABLE \*\*\*

KEY IS STATUS, PURCHASE ORDER ID, VENDOR DELIVERY #

STATUS: C PURCHASE ORDER ID: PD FUN 50006092001

①

	VENDOR DELIVERY NUMBER	VENDOR INVOICE NUMBER	RECEIPT TRANS ID	PROM IND
01-	1250731-0001-01		OR FUN 50006092001	R
02-				
03-				
04-				
05-				
06-				
07-				
08-				
09-				
10-				
11-				

\*\*Note: The PRMS table is an alternative view of the PROM table where entries can be viewed by PROM status

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THE UNIVERSITY OF CHICAGO

DEPARTMENT OF CHEMISTRY

RESEARCH REPORT

NO. 1234

BY

1955

THE UNIVERSITY OF CHICAGO

DEPARTMENT OF CHEMISTRY

RESEARCH REPORT

NO. 1235

BY

1956

ACTION: R SCREEN: PRMP M M A R S MM/DD/YY HH:MM:SS  
 \*\*\* PROCUREMENT MATCH PAYMENT TABLE \*\*\*

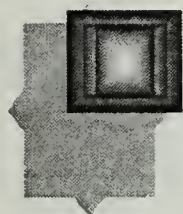
KEY IS PURCHASE ORDER ID, VENDOR DELIVERY NUMBER

				①
PURCHASE ORDER NUMBER	VENDOR DELIVERY NUMBER	PAYMENT VOUCHER NUMBER	PROM IND	
01- PD FUN 50006092001	1250731-0001-01	FV FUN 50000014032	R	
02- PD FUN 50007222001	1266357-0001-01	FV FUN 50000028410	R	
03- PD FUN 01146E01MY1	1256150-0001-01	FV FUN 01140015449	A	
04- PD FUN 01146E01P01	1215165-0001	FV FUN 01140003673	A	
05- PD FUN 01146PHAJA2	1241783-0001-01	FV FUN 01140011581	A	
06- PD FUN 01146PHAMA1	1248615-0001-01	FV FUN 01140017445	A	
07- PD FUN 01146PHA001	1232039-0001-01	FV FUN 01140008097	A	
08- PD FUN 01147E01JL1	1261413-0001-01	FV FUN 01140019623	A	
09- PD FUN 10007E01AG1	1265241-0001-01	FV FUN 10000020676	A	
10- PD FUN 01146E01P01	1215165-0001-01		A	
11- PD FUN 01146E01P02	1216347-0001	FV FUN 01140015431	R	
12- PD FUN 01146PHADE1	1237048-0001-01	FV FUN 01140011442	A	
13- PD FUN 10007E01AP1	1292306-0001-01	FV FUN 10000030405	A	

\*\*Note: The PRMP table is an alternative view of the PROM table which shows the PV number automatically generated for matched and closed ("C" status) PROM entries.

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### *Two-Way-OR Match: VI Elimination*

- ◆ Fewer rejected invoices on SUSF
  - ◆ Vendor delivery number match errors eliminated
  - ◆ Vendor transmission of correction invoices  
(debits or credits) eliminated
  - ◆ OR modifications reduced
  - ◆ Less calls to vendor resolving invoice problems

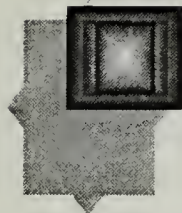
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## *Two-Way-OR Match: Vendor Delivery Number*

① **VENDOR DELIVERY NUMBER**, from OR, will populate the **PV PYMNT REFERENCE NUMBER**

- ◆ **VENDOR DELIVERY NUMBER** will be prefaced by 'VD#\_', for vendor's cross-referencing
- ◆ **18 additional characters available**  
VD# 123456789012345678

*Note: Three-Way Match, PYMNT REFERENCE NUMBER is still populated with the VENDOR INVOICE #*

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FUNCTION:		DOCID: PV FUN 1000 0000183		MM/DD/YY HH:MM:SS	
001-001 OF 001		BATID:		STATUS: HELD	
-----REF DOCID-----					
LN	TR	DPT	ORG	NUMBER	LN DPT APPROP SUB ORG/SB OBJ/SB PROG TY PRJ/CL/GRC
-----					
ACTV	RPTG	FUND	BS	ACCT	PYMNT REFERENCE NUMBER DESCRIPTION
-----					
--MSA#	--LN#	DISC	DATES OF SERVICE		QUANTITY LINE AMOUNT I/D P/F
-----					
01	SC	FUN 1000	JJ08011	01 FUN 10000000	MM 1000 M01
1216 010		① VD# 0801-1			
FUNM011	10	09 24 97	09 24 97	5.00	10.00 I

**\*\*Note:** The VD# literal in the PYMNT REFERENCE NUMBER field indicates the number is the vendor delivery number on the OR transaction, and has generated from a TWO-WAY-OR match.

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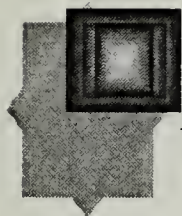
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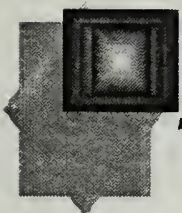


### ***EDI PV Generation***

- ◆ PV generation based on items accepted on OR
  - ◆ Single Line PV
    - ◆ Two-Way-OR Match
    - ◆ Three-Way Match
  - ◆ Multiple Line PV

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### ***Single-Line PV: Two-Way-OR Match***

**Payment generated for QTY RECEIVED on OR times  
UNIT COST or RATE on PD/PG/SC**

**LINE AMOUNT = DOCUMENT TOTAL on PV**

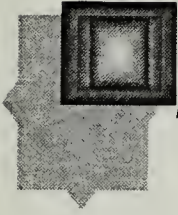
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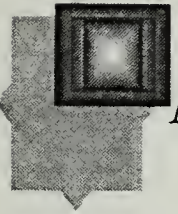
### *Single-Line PV: Three-Way Match*

*No change in Three-Way Match processing*

**Invoice Amount = PV LINE AMOUNT and  
PV DOCUMENT TOTAL**

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### *Multiple-Line PV*

**OUTSTANDING AMOUNT**

**is**

**LINE AMOUNT on PV**

**Sum of PV LINE AMOUNTs must equal  
PV DOCUMENT TOTAL or adjustments  
needed to bring PV to "DONE"**

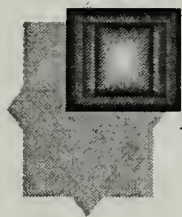
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4/22/98

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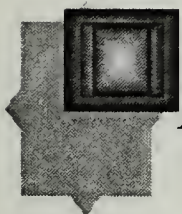


### *Management Issues*

- ◆ Timely OR Entry
- ◆ Payment Processing
- ◆ Exception Handling
- ◆ Payment Reconciliation

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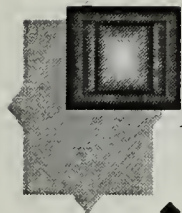
### *Management Issues - Timely OR Entry*

- ◆ Packing-slip maintenance and control essential
- ◆ OR entry within 48 hours
- ◆ OR entry accuracy and review
- ◆ No time lost waiting for VI on Two-Way OR Match
- ◆ PV generation overnight
- ◆ Limited opportunity to adjust ORs

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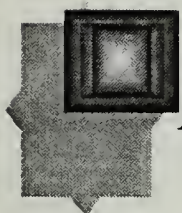


### *Management Issues - Payment Processing*

- ◆ Department review of SUSF for HELD or REJCT PVs
- ◆ Adjustment of multiple-line PV LINE AMOUNT
- ◆ Adjustment for discount
- ◆ Adjustment for scheduled pay date
- ◆ Prompt review and processing of PVs
- ◆ Automatic PV processing optional (TPIN HOLD IND)

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### *Management Issues - Exception Handling*

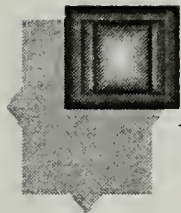
- ◆ Incorrect OR entry, adjust PV prior to processing
  - ◆ Provide PTXT entry to document PV changes
  - ◆ Verbal communication with vendor supported via Fax or E-mail
- ◆ Returns after payment processing require a check from vendor

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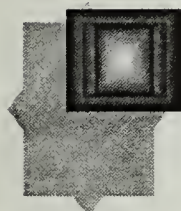


### ***Management Issues - Payment Reconciliation***

- ◆ For payment discrepancy, vendor initiates reconciliation of transmitted OR
- ◆ For short payment, vendor submits proof of delivery to support additional OR entry

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### ***Goals of EDI Enhancements***

- ◆ Streamline OR transactions
- ◆ Accommodate common business practices
- ◆ Improve timeliness of payments
- ◆ Reduce manual intervention

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## Section B



ACTION: A SCREEN: OREG M M A R S MM/DD/YY HH:MM:SS  
ORDER RECEIPT SELECTION GENERATION TABLE  
KEY IS REF ORDER ID, CATALOG NUMBER  
READY TO GENERATE "OR" DOCUMENT:

REF ORDER ID: SC FUN 1000EDIPARS OR DOC ID: OR FUN 1000EDIPARS  
PREFILL QTY REC'D (Y/N): Y ② DATE RECEIVED: 09 24 97  
REC'D BY: JOHN SMITH CARRIER CODE: UPS  
VENDOR DELIVERY #: 808167 VENDOR CODE: 042896999 0162  
VENDOR NAME: BEST EDI VENDOR INC  
CARRIER NAME: UNITED PARCEL SERVICE

PO						S			
LN	QUANTITY	CATALOG	QUANTITY	U	ORDERED	ORDERED	CATALOG	DESCRIPTION	
NO	RECEIVED	NUMBER	RETURNED	B	BALANCE	QUANTITY			
01	37.50	CC-CC	0.00		37.50	37.50	MAINTENANCE		
02	5.50	AA-AA	0.00		5.50	5.50	WEEKDAY-SER		
03	10.00	DD-DD	0.00		10.00	10.00	WEEKEND NITE		
04	15.50	BB-BB	0.00		15.50	15.50	WEEKDAY-EMRG		

H--EC24W-PLEASE VERIFY VEND DEL NUMBER \* H--EC851 ENTRY ADDED TO DOCO  
05 -\*LO33 NO LINES ADDED

\*A new warning message was added alerting users to verify vendor delivery number.





ACTION: A    SCREEN: OREG    M M A R S    MM/DD/YY HH:MM:SS  
ORDER RECEIPT SELECTION GENERATION TABLE  
KEY IS REF ORDER ID, CATALOG NUMBER  
READY TO GENERATE "OR" DOCUMENT:

REF ORDER ID: SC FUN 1000EDIPARS

① OR DOC ID: ORFUN1000EDIPARS

PREFILL QTY REC'D (Y/N): Y    DATE RECEIVED: 09 24 97

REC'D BY: Bob Smith    CARRIER CODE: UPS

VENDOR DELIVERY #: 808167

② VENDOR CODE: 042896999 0162

VENDOR NAME: BEST EDI VENDOR INC  
CARRIER NAME: UNITED PARCEL SERVICE

③

PO		S	
LN	QUANTITY	U	ORDERED
NO	RECEIVED	B	BALANCE
-----			
01	37.50	CC-CC	37.50
02	5.50	AA-AA	5.50
03	10.00	DD-DD	10.00
04	15.50	BB-BB	15.50
		MAINTENANCE	
		WEEKDAY-SER	
		WEEKEND NITE	
		WEEKDAY-EMRG	

H--EC24W-PLEASE VERIFY VEND DEL NUMBER    \*  
05-\*LO33 NO LINES ADDED    H--EC851 ENTRY ADDED TO DOCO

\* A new warning message was added alerting users to verify the vendor delivery number.

The first part of the paper is devoted to a discussion of the general principles of the theory of the structure of the human brain. It is shown that the brain is a complex system of interconnected parts, each of which has its own function. The second part of the paper is devoted to a discussion of the structure of the human brain. It is shown that the brain is divided into two main parts, the cerebrum and the cerebellum. The cerebrum is the larger part and is responsible for most of the functions of the brain. The cerebellum is the smaller part and is responsible for the coordination of movement and balance.



The third part of the paper is devoted to a discussion of the functions of the human brain. It is shown that the brain is responsible for a wide range of functions, including the control of movement, the processing of information, and the regulation of the body's internal organs. The fourth part of the paper is devoted to a discussion of the development of the human brain. It is shown that the brain develops from a simple mass of cells in the early stages of life, and then becomes a complex system of interconnected parts as the individual grows older.

The fifth part of the paper is devoted to a discussion of the diseases of the human brain. It is shown that there are a number of different diseases that can affect the brain, including Alzheimer's disease, Parkinson's disease, and multiple sclerosis. The sixth part of the paper is devoted to a discussion of the treatment of the diseases of the human brain. It is shown that there are a number of different treatments that can be used to treat these diseases, including medication, surgery, and therapy.



MM/DD/YY HH:MM:SS

## ORDER RECEIPT SELECTION GENERATION TABLE

KEY IS REF ORDER ID, CATALOG NUMBER

## READY TO GENERATE "OR" DOCUMENT:

OR DOC ID:	ORFUN5000EDI	PARS
DATE RECEIVED:	09 24 97	
CARRIER CODE:	UPS	
VENDOR CODE:	042896999	0162

PO	LN	QUANTITY RECEIVED	CATALOG NUMBER	QUANTITY RETURNED	S U B	ORDERED BALANCE	ORDERED QUANTITY	CATALOG DESCRIPTION
	01	10.00	MBS-1430	0.00	Y	10.00	10.00	CHAIR - ERG
	02	12.00	PAS-0980	0.00		12.00	12.00	GLUE ELMER
	03	5.00	ANA-15422	0.00		5.00	5.00	PENCILS
	04	25.00	CAF-077	25.00	N	25.00	25.00	FILE FOLDER

H--EC24W-PLEASE VERIFY VEND DEL NUMBER \* H--EC851 ENTRY ADDED TO DOCO  
05-\*LO33 NO LINES ADDED

\* A new warning message was added alerting users to verify vendor delivery number.



ACTION: D SCREEN: DOCO M M A R S MM/DD/YY HH:MM:SS  
OR DOCUMENT PENDING TABLE  
KEY IS DOCUMENT ID, CATALOG NUMBER, PO LINE NUMBER

OR DOCUMENT ID: OR FUN 1000EDIPARS BATCH DOC ID: OR FUN 000101  
VENDOR DELIVERY #: 808167 REC'D BY: MARY SMITH

CARRIER CODE: UPS DATE RECEIVED: 09 24 97 ①  
REF ORDER ID: PG FUN 1000EDIPARS VENDOR CODE: 042896999 0162  
DOCUMENT ACTION: ③

CATALOG		PO	QUANTITY	QUANTITY	OR	S
NUMBER		LN	RECEIVED	RETURNED	LN	U
		NO			NO	B
01- MBS-1430		01	8.00	② 1.00	001	
02-						
03-						
04-						
05-						
06-						
07-						

\*Note: The redesigned DOCO table accommodates entries from OREG



ACTION: R SCREEN: PROM

M M A R S

MM/DD/YY HH:MM:SS

\*\*\* PROCUREMENT MATCH TABLE \*\*\*

KEY IS PURCHASE ORDER ID, VENDOR DELIVERY NUMBER

PURCHASE ORDER ID: PD FUN 50006092001

①

VENDOR DELIVERY		VENDOR INVOICE		RECEIPT	PROM	PROM
NUMBER		NUMBER		TRANS ID	IND	STAT
01-	1250731-0001-01			OR FUN 50006092001	R	C
02-						
03-						
04-						
05-						
06-						
07-						
08-						
09-						
10-						
11-						

\*\*Note: This PROM table shows an entry for a Two-Way-OR procurement match.





ACTION: R SCREEN: PROM

M M A R S

MM/DD/YY HH:MM:SS

\*\*\* PROCUREMENT MATCH TABLE \*\*\*

KEY IS PURCHASE ORDER ID, VENDOR DELIVERY NUMBER

PURCHASE ORDER ID: PD FUN 50006092001

1

VENDOR DELIVERY NUMBER	VENDOR INVOICE NUMBER	RECEIPT TRANS ID	PROM IND	PROM STAT
---------------------------	--------------------------	---------------------	-------------	--------------

01- 1250731-0001-01	1928732	OR FUN 50006092002	A	C
---------------------	---------	--------------------	---	---

02-  
03-  
04-  
05-  
06-  
07-  
08-  
09-  
10-  
11-

\*\*Note: This PROM table shows an entry for a Three-Way procurement match.





ACTION: R    SCREEN: PRMS    M M A R S    MM/DD/YY    HH:MM:SS  
\*\*\* PROCUREMENT MATCH STATUS TABLE \*\*\*

KEY IS STATUS, PURCHASE ORDER ID, VENDOR DELIVERY #

STATUS: C    PURCHASE ORDER ID: PD FUN 50006092001    ①

VENDOR DELIVERY		VENDOR INVOICE		RECEIPT	PROM
NUMBER		NUMBER		TRANS ID	IND
01-	1250731-0001-01			OR FUN 50006092001	R
02-					
03-					
04-					
05-					
06-					
07-					
08-					
09-					
10-					
11-					

\*\*Note: The PRMS table is an alternative view of the PROM table where entries can be viewed by PROM status



ACTION: R SCREEN: PRMP M M A R S

MM/DD/YY HH:MM:SS

## \*\*\* PROCUREMENT MATCH PAYMENT TABLE \*\*\*

KEY IS PURCHASE ORDER ID, VENDOR DELIVERY NUMBER

①

PURCHASE ORDER NUMBER	VENDOR DELIVERY NUMBER	PAYMENT VOUCHER NUMBER	PROM	
			IND	
01- PD FUN 50006092001	1250731-0001-01	PV FUN 50000014032	R	
02- PD FUN 50007222001	1266357-0001-01	PV FUN 50000028410	R	
03- PD FUN 01146E01MY1	1256150-0001-01	PV FUN 01140015449	A	
04- PD FUN 01146E01P01	1215165-0001	PV FUN 01140003673	A	
05- PD FUN 01146PHAJA2	1241783-0001-01	PV FUN 01140011581	A	
06- PD FUN 01146PHAMA1	1248615-0001-01	PV FUN 01140017445	A	
07- PD FUN 01146PHA001	1232039-0001-01	PV FUN 01140008097	A	
08- PD FUN 01147E01JL1	1261413-0001-01	PV FUN 01140019623	A	
09- PD FUN 10007E01AG1	1265241-0001-01	PV FUN 10000020676	A	
10- PD FUN 01146E01P01	1215165-0001-01		A	
11- PD FUN 01146E01P02	1216347-0001	PV FUN 01140015431	R	
12- PD FUN 01146PHADE1	1237048-0001-01	PV FUN 01140011442	A	
13- PD FUN 10007E01AP1	1292306-0001-01	PV FUN 10000030405	A	

\*Note: The PRMP table is an alternative view of the PROM table which shows the PV number automatically generated for matched and closed ("C" status) PROM entries.



FUNCTION:

DOCID: PV FUN 1000 0000183

MM/DD/YY HH:MM:SS

001-001 OF 001 BATID:

STATUS: HELD

-----REF DOCID-----

LN TR DPT ORG NUMBER LN DPT APPROP SUB ORG/SB OBJ/SB PROG TY PRJ/CL/GRC  
-----  
ACTV RPTG FUND BS ACCT PYMNT REFERENCE NUMBER DESCRIPTION  
-----

--MSA#--LN#- DISC DATES OF SERVICE QUANTITY LINE AMOUNT I/D P/F  
-----

01 SC FUN 1000 JJ08011 01 FUN 10000000 MM 1000 M01

1216 010

① V D# 0801-1

FUNM011 10 09 24 97 09 24 97 5.00 10.00 I

\*\*Note: The VD# literal in the PYMNT REFERENCE NUMBER field indicates the number is the vendor delivery number on the OR transaction, and has generated from a TWO-WAY-OR match.





## Section C





**5.8    Trouble-Shooting OR Errors in the Procurement Match Cycle**

This section assumes users have a working knowledge of OR and Procurement Match trouble-shooting under the current system. This material is intended to provide guidelines for situations which can occur under the enhancements. For example, while this section covers correction of Substitution field errors because they are new, it is assumed you know what to do when a vendor calls about non-payment.

References are made to basic skills as needed to provide clear instruction. However, detailed instruction for basic trouble-shooting is covered in the MMARS EDI Purchasing Training manual.

In addition, keep in mind that the Two-Way-OR match process will be implemented once vendors and departments are trained, and the pilot period has successfully ended. These instructions are designed to cover issues for both types of match processes, Three-Way and Two-Way-OR.

### **5.8.1 OR Errors for all Document Statuses**

#### ***Trouble-shooting Guideline 1***

**Corrections to all data errors are critical in all match-type situations.**

If a department detects an OR-data error, including those which do not cause rejections or unmatched situations, the user must take action to make corrections.

A good example is a Vendor Delivery # error under the Two-Way-OR match process. While these errors will no longer result in match failures, they will create other problems for users and vendors.

Since the Vendor Delivery # populating the PYMNT REFERENCE field on the PV provides vendors with a means to settle accounts, entry on the OR must be correct. *Accuracy* is critical. If the Vendor Deliver # on the OR is incorrect, then the PYMNT REFERENCE number data on the PV is incorrect. Vendors contact departments to reconcile the payment with their delivery.

In addition, without accurate data entry, *departments lose an accurate audit trail between the OR and the payment.*

Corrective action may involve system intervention or simply an e-mail to the vendor. The specific solution, like those for all corrections, will depend on:

- OR document status,
- PROM status, and
- PV status.

## ***Trouble-shooting Guideline 2***

**Changes to the QUANTITY RETURNED and SUB fields require changes to ORTX.**

As discussed in Section 5.5.3, the elimination of quantity exception fields (QTY DAM, QTY IP, QTY REJ) and the addition of the SUB field require that users record information on ORTX about exceptions, substitute Catalog Numbers, and related instructions to vendors.

### **QUANTITY RETURNED**

First, remember that any time data is entered in the QUANTITY RETURNED field, information regarding the exception must be entered in ORTX.

As you recall, documenting the reason an item is being returned is necessary for audit trail purposes. In addition, ORTX is used to instruct the vendor regarding resolution.

If data is modified in the QUANTITY RETURNED field, modify ORTX accordingly.

If the correction results in zeroing out QUANTITY RETURNED data, modify ORTX.

### **SUB**

In addition to replacing exception fields, ORTX provides an opportunity for departments to record information regarding substitutions.

Remember, although enhancements provide for system acceptance of substitutions, department documents always reflect the originally encumbered Catalog Number.

If the user changes the SUB field to 'Y' in order to accept a substitution, the user must record the substitution's Catalog Number in ORTX in order to establish an audit trail. Conversely, if the SUB field is changed to 'N', then ORTX is used to explain rejection of the delivered substitution.

Finally, if original data in the SUB field is being changed to a blank, meaning the original item is being accepted, be certain to modify the ORTX field.

**Enhancement Reminder:** Any quantity of substitutes being rejected must be reflected in the QUANTITY RETURNED field.

No payment is made for amounts entered in the QUANTITY RETURNED field.



### **5.8.2 OR Errors Detected Before OR is Generated**

#### ***Trouble-shooting Guideline 3***

**Delete records not generated to the OR document through Action: D on DOCO.**

Remember, under the enhancements, a user who chooses to abandon a record being built on OREG can delete it from DOCO through Action: D. Users should delete any unused record in order to minimize confusion.

### **5.8.3 OR Errors Detected Before PROM Status is CLOSED**

#### ***Trouble-shooting Guideline 4***

**As long as the PROM status is not CLOSED, modify or cancel DONE ORs through SUSF.**

Error corrections through SUSF Modification and Cancellation are covered in *Section 5.5: Enhancements to OR Modification and Cancellation Processes*.

However, OR line omission and Vendor Delivery # error corrections should be reviewed here.

#### **OR Line Omissions**

Under the current system, line omissions are corrected through SUSF. Once the document has been accessed through a batch, the user can add a line to the original OR through ACTION: M. Remember, the user must know the REF PO LINE number of the omitted item as well as the OR LN NO on which the item is to be inserted.

#### **Vendor Delivery # Errors**

Vendor Delivery # errors are corrected by zeroing out the OR through SUSF, or utilizing the enhanced ACTION: X available on the OR document for cancellation .

While this is covered in the previous materials, remember that this procedure should be followed even under the Two-Way-OR match process once it is implemented.

#### **5.8.4 OR Errors Detected before the PV is DONE**

Under the Two-Way-OR match process, rejections due to Vendor Delivery # errors are eliminated. However, as previously stated, Vendor Delivery # corrections are critical since the PV is a vendor's source for information when reconciling accounts.

##### ***Trouble-shooting Guideline 5***

**Under the Two-Way-OR match, correct Vendor Delivery # errors through the PV.**

After accessing the PV to confirm the Vendor Delivery # error, the user enters the corrected Vendor Delivery # in the PYMNT REFERENCE number field of the PV.

Next, the user records the incorrect Vendor Delivery #, originally entered on the OR, in the PV COMMENT field. Remember, the OR has been CLOSED on the PROM and will continue to reflect the incorrect Vendor Delivery #. By recording this incorrect number in the COMMENT field of the PV, the user provides a reference which appears in WAREHOUSE queries linking the OR to the PV.

Finally, because vendors need to reconcile the payment with their shipping records but can not view the COMMENT field, the incorrect data and a brief explanation should be entered in the text (PTXT) table of the PV.

By taking these three steps, the user has provided:

- a correct Vendor Delivery # to assist in reconciling vendor accounts
- an audit trail for departments, and
- an explanation for vendors.

### **5.8.5 OR Errors Detected after the PV is DONE**

#### ***Trouble-shooting Guideline 6***

**For short payment situations, use the PV COMMENT and PTXT fields to reference the original Vendor Delivery #.**

Users and vendors should continue to communicate in order to resolve short payment situations.

Since the system requires a unique number for each payment related to an encumbrance, users and vendors must first have agreed on an alternate Vendor Delivery if a new PV is to be generated,.

In addition, for audit trail purposes, reference must be made to the original Vendor Delivery #.

Users enter the original Vendor Delivery # in the COMMENT field of the PV in order to provide a link in the WAREHOUSE between the omitted item(s) and the original delivery.

Because vendors are unable to view this data, the original Vendor Delivery # and a brief explanation should be provided in the PTXT field of the new PV.

This procedure provides:

- an accurate audit trail for departments, and
- a means of payment reconciliation for vendors.

Appendix B
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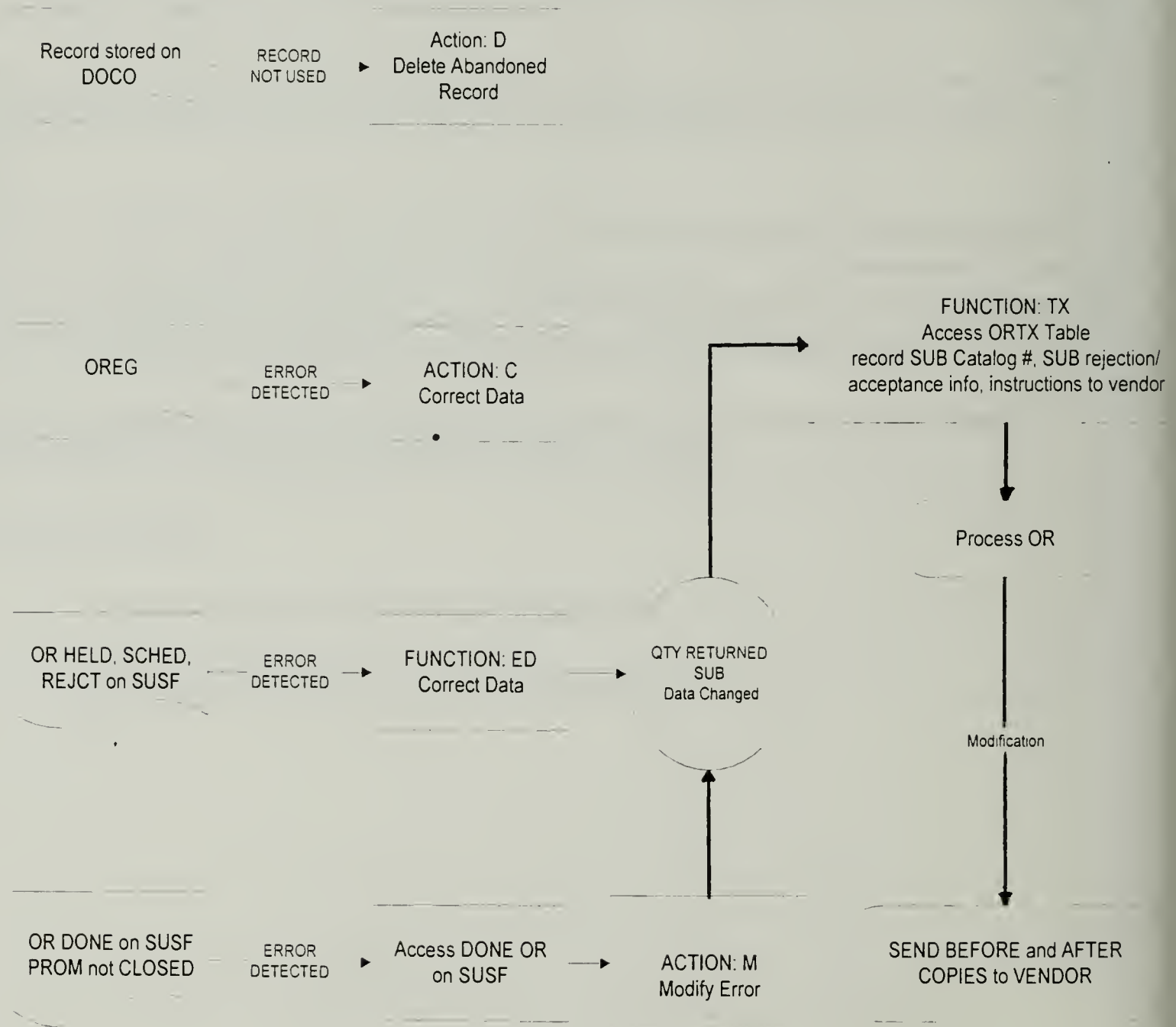
The following pages contain a flowchart summary of the Trouble-Shooting Guidelines covered in Section 5.8.

These charts are meant to be used as a quick reference tool for users who have familiarized themselves with system enhancements and trouble-shooting covered in Section 5.



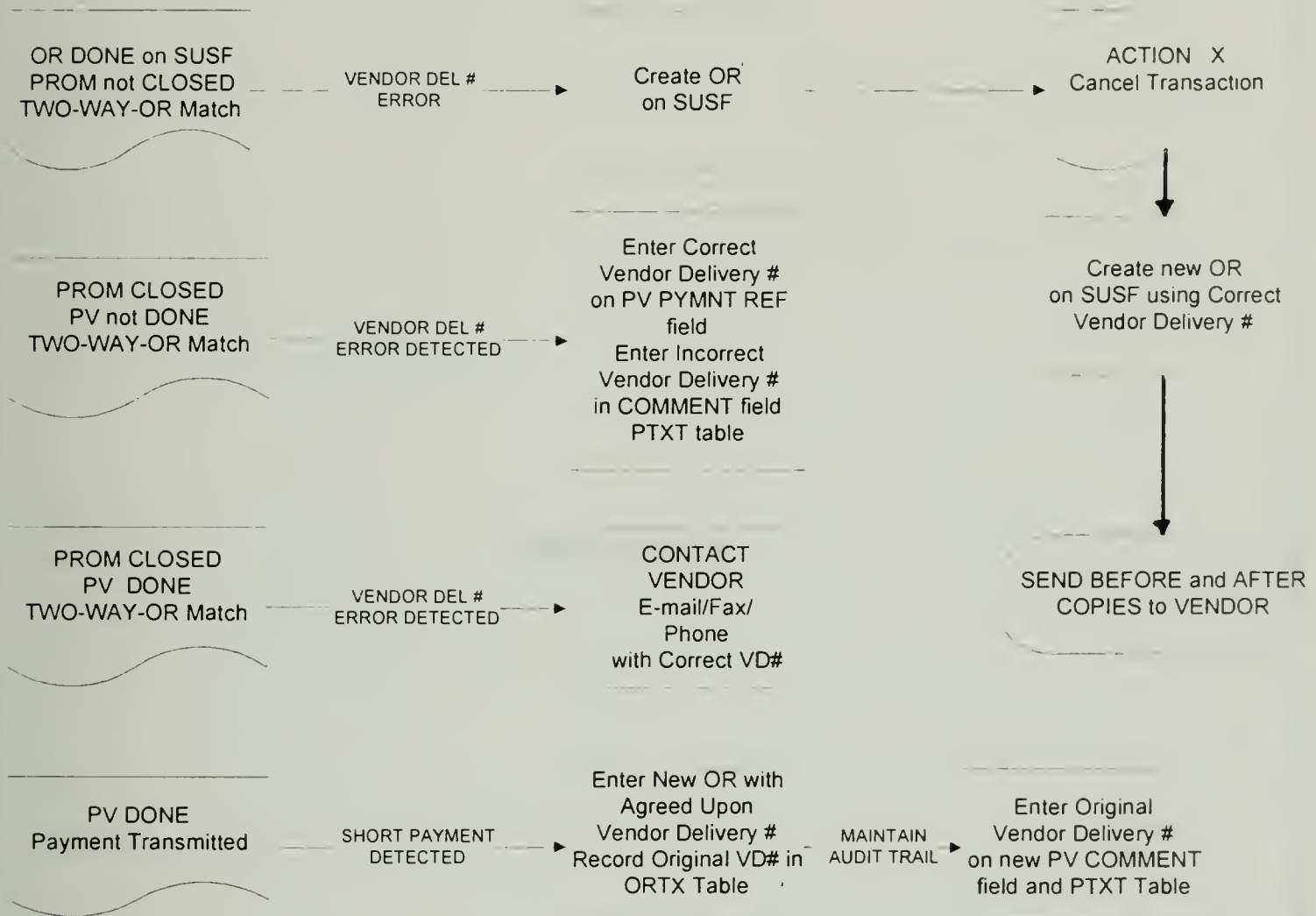
## OR and Procurement Match Enhancements

### Trouble-Shooting OR Errors in the Procurement Cycle





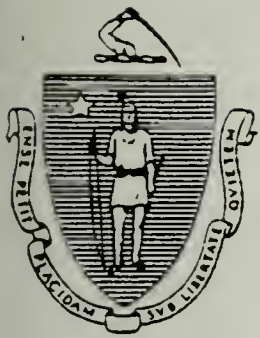
## OR and Procurement Match Enhancements Trouble-Shooting OR Errors in the Procurement Cycle





## Section D





*The Commonwealth of Massachusetts*  
*Office of the Comptroller*  
*One Ashburton Place*  
*Boston, Massachusetts 02108*

WILLIAM KILMARTIN  
COMPTROLLER

Phone (617) 727-5000

FAX (617) 727-2163

*File*

**Memorandum**

To: MMARS Liaison  
Chief Fiscal Officers  
Purchasing Agents

Mr. Michael Weld  
99 CTR  
OFFICE OF STATE COMPTROLLER  
One Ashburton Place  
Boston MA 02108

From: *Wk* William Kilmartin, Comptroller  
*PA* Philmore Anderson III, Purchasing Agent

Date: October 27, 1995

Re: *Procuring Information Technology Services through EDI*

MMARS Memo #224F

Recently, a number of departments have requested additional guidance on Service Contracts for maintenance, and time and materials. The Office of the Comptroller and the Department of Procurement and General Services, have met with the trading partners, and agreed to the following:

- \* limit the number of catalog numbers in the vendor catalog table (VCAT)
- \* use a monthly rate structure for all maintenance contracts
- \* use a four part rate structure for time and materials contracts

Attached are examples and instructions on entering Service Contracts (SC) with these decisions.

In addition, all Information Technology services being purchased from a statewide contract will reference the Master Service Agreement (MSA) table in MMARS. Services purchased from a statewide contract will no longer require Department of Procurement and General Services review/approval. For EDI transactions, fax or e-mail the document id number to the Procurement Unit at the Office of the Comptroller for approval. For non-EDI transactions, forward the SC input form to the Procurement Unit at the Office of the Comptroller for approval.

For assistance entering SC documents, please contact the MMARS Helpline at (617) 727-5995 and/or sign up for SC training by contacting Carolyn Wollenhaupt at (617) 727-5000 extension 303 or via e-mail at Carolyn.Wollenhaupt@DAB@OSC.

If you have any questions concerning this memo, please contact Gerry Eigen, Contract Manager, at the Department of Procurement and General Services at (617) 727-7500 extension 307.

Thank you for your continued support.



## Electronic Data Interchange (EDI) and the MMARS Service Contract (SC)

### Maintenance Contracts

For use in entering an EDI SC for a maintenance contract, each activated EDI vendor has identified one catalog number to be used. The vendor's catalog numbers are listed on VCAT as identified below:

Vendor Name	Maintenance Catalog Item Number	Description
I-NET, Inc.	INE-SVC-1316	Maintenance
Retro Fit, Inc.	SERVICE-RF	Maintenance

When entering the EDI SC transaction, please use that vendor's maintenance catalog item number. Since the vendor catalog table (VCAT) identifies these catalog items as variable rate items, all departments will be able to use the same catalog item number, yet vary the rate appropriately based on the monthly contract amount quoted.

Vendors have asked that when entering the EDI SC document, departments indicate in the SC text table (SCTX) how frequently you wish to be invoiced for that service. Vendors will issue electronic invoices based on the frequency of payment agreed upon. Departments must enter an order receipt transaction (OR) in accordance with this agreement.

For maintenance contracts, we have agreed with the vendors that a unit will be equal to one month. Vendors will provide monthly rates on their quotations for these contracts. This monthly rate should be entered into the RATE field and the number of months in the current fiscal year (equivalent to the duration of the maintenance contract) should be entered in the NUM UNITS field.

Departments may contract to pay monthly, quarterly, bi-annually or annually. In order to provide consistency and accommodate the various department payment preferences, entry in the NUM UNITS field should be based on monthly multiples.

For example if a maintenance contract is a one year contract for \$60,000.00 the RATE is \$5,000.00 and the NUM UNITS field is twelve (12), i.e., 1 year = 12 months = 12 NUM UNITS. If the contract is a six month contract for \$30,000.00, the RATE is \$5,000.00 and the NUM UNITS field is six (6), i.e., 6 months = 6 Num Units. If the contract were a three year contract for \$180,000.00, the RATE is \$5,000.00 the NUM UNITS field for the current fiscal year on line one (01) is twelve (12). For the outyear obligations, the NUM UNITS field is entered as zero (0.00). At the end of the fiscal year, and after the approved contract roll, the NUM UNITS field will be 12 for the new fiscal year and a new SC will be transmitted via EDI to the vendor for the contract amount for the new fiscal year.

The following screens show examples of an EDI SC maintenance contract. Notice that the length of the contracts shown are different, and the units reflect the number of months covered by the length of the contract. The rate is always monthly. Then when the OR document(s) is entered, with the appropriate number of months to be paid, it will match the invoice.

## Annual Maintenance Contract

FUNCTION:	DOCID: SC OSC 1000 NB1012C	10/12/95 11:04:57
	BATID:	STATUS: DCNE
SERVICE CONTRACT DOCUMENT		
SC DATE: 09 25 95 ACCTG PRD:	BUDGET FY:	ACTION: E RUSH IND:
VENDOR CODE: 042799238 0008		
NAME: RETRO-FIT, INC		
VENDOR TYPE: 25	QUOTE #: 4032	
BILL TO: OSC TEST	SHIP TO: OSC TEST	
OFFICE OF THE COMPTROLLER	OFFICE OF THE COMPTROLLER	
ATTN: JOHN DOE	ATTN: JACK DUNN	
PCONTACT: JACK DUNN		
TELEPHONE #: ( 617 ) 727 - 5000 X 991		
COMMENTS:	SEQUENCE #:	
READY PYMT NUMBER:		
READY PYMT START DATE:	READY PYMT END DATE:	
READY PYMT SCHED ID:		
CONTRACT RENEWAL IND: Y	DOCUMENT TOTAL:	60,000.00
CONTRACT BID TYPE:	CONTRACT RENEWAL AMOUNT:	
	OUTSIDE PAYMENT:	
	ANNUALIZATION:	

H--EC570-E.C. TRANS - OVERRIDE REQUIRED

FUNCTION:		DOCID: SC OSC 1000 NB1012C		10/12/95 11:06:15	
		BATID:		STATUS: DCNE	
001-001 OF 001		REF			
-----REF DOCID-----		REF			
LN	TR	DPT	ORG/NUMBER	LN	SERV AGRMNT DPT ORGN/SB APPROP SUB OBJ/SB PROG
-----					
STAT	TY	PRJ/CL/GRC	ACTV RPTG SERV	CATALOG NUMBER	CD/UNT
-----					
DATES OF SERVICE		O-Y	OBLIGATION	CPCTY NUM UNITS	I/D RATE I/D
-----					
LINE	AMOUNT	I/D	P/F	READY PAYMENT	QUOTE TEXT
-----					
01				BT5L41P OSC 1000 10000001 LL L41	
				1316 SERVICE-RF EA	
09 26 95	09 26 96			12.00	5,000.0000
60,000.00					

## Six Month Maintenance Contract



FUNCTION:

DOCID: SC OSC 1000 NB1012D

10/12/95 11:04:57

BATID:

STATUS: DONE

SERVICE CONTRACT DOCUMENT

SC DATE: 09 25 95 ACCTG PRD:

BUDGET FY:

ACTION: E RUSH IND:

VENDOR CODE: 521408890 0004

NAME: I-NET, INC

VENDOR TYPE: 25

QUOTE #: JS0926-110

BILL TO: OSC TEST

SHIP TO: OSC TEST

OFFICE OF THE COMPTROLLER

OFFICE OF THE COMPTROLLER

ATTN: JOHN DOE

ATTN: JACK DUNN

PCONTACT: JACK DUNN

TELEPHONE #: ( 617 ) 727 - 5000 X 991

COMMENTS:

SEQUENCE #:

READY PYMT NUMBER:

READY PYMT START DATE:

READY PYMT END DATE:

READY PYMT SCHED ID:

CONTRACT RENEWAL IND: Y

DOCUMENT TOTAL:

30,000.00

CONTRACT BID TYPE:

CONTRACT RENEWAL AMOUNT:

OUTSIDE PAYMENT:

ANNUALIZATION:

H--EC570-E.C. TRANS - OVERRIDE REQUIRED

FUNCTION:

DOCID: SC OSC 1000 NB1012D

10/12/95 11:06:15

001-001 OF 001

BATID:

STATUS: DONE

-----REF DOCID-----

REF

LN TR DPT ORG/NUMBER LN SERV AGRMNT DPT ORGN/SB APPROP SUB OBJ/SB PROG

STAT TY PRJ/CL/GRC ACTV RPTG SERV CATALOG NUMBER CD/UNT

DATES OF SERVICE O-Y OBLIGATION CPCTY NUM UNITS I/D RATE I/D

LINE AMOUNT I/D P/F READY PAYMENT QUOTE TEXT

01				BT5L41P	OSC 1000	10000001	LL	L41	
				1316	INE-SVC-1316		EA		
09 26 95	09 26 96					6.00		5,000.0000	
30,000.00									

In order to automatically generate a payment voucher (PV) against the SC document, departments must enter an order receipt (OR) document for the number of units they wish to pay. The number of units to be entered will be the number of units entered in the SC NUM UNITS field (months) divided by the number of payments to be made as noted in the SCTX text instructions to the vendor. The number of units which are to be paid is entered in the QTY RECEIVED field of the OR. The OR transaction should reference the unique work order control number provided by the vendor.

The following example is for a one year, \$60,000 maintenance contract to be paid quarterly. The NUM UNITS in the SC would be twelve (12), the rate would be \$5,000, and for each quarter payment, the QTY RECEIVED on the OR would be three (3).

FUNCTION: DOCID: OR OSC 1000 NB1012C 10/13/95 12:49:43  
H- BATID: STATUS: DONE  
ORDER RECEIPT DOCUMENT

TRANSACTION DATE: 09 25 95

ACTION: E

REF PO ID: SC OSC 1000NB1012C  
VENDOR DELIVERY #: NB1012C

RECEIVED BY: NJB

RECEIPT DATE: 09 25 95

VENDOR CODE: 042799238 0008

NAME: RETRO-FIT, INC

ADDRESS:

455 FORTUNE BOULEVARD

MILFORD

MA 017570786

CARRIER CODE: UPS

CARRIER NAME: UNITED PARCEL SERVICE

COMMENTS:

TOTAL QTY RECEIVED: 3.00

CALC QTY RECEIVED: 3.00

CALC TOT RETURNED: 0.00

CALC TOT ACCEPTED: 3.00

A--\*HP20-DOCUMENT ACCEPTED

FUNCTION: 001-001 OF 001 DOCID: OR OSC 1000 NB1012C 10/13/95 12:49:32  
01- BATID: STATUS: DONE

LINE NUMBER: 001

REF PO LINE: 01

CATALOG NUMBER: SERVICE-RF

COMMODITY CODE:

SERVICE CODE: 1316

QTY ORDERED: 12.00

UNIT: EA

QTY BALANCE: 12.00

QTY RECEIVED: 3.00 I/D:

P/F:

QTY OVERAGE: 0.00

QTY UNDERAGE: 0.00

QTY RETURNED: 0 I/D: I

QTY REJECTED: 0 I/D: I

QTY DAMAGED: 0 I/D: I

QTY INCORRECT: 0 I/D: I

DESCRIPTION:

TEXT:

4B

R N

LU 4 01-012 A0

For a one year, \$60,000 maintenance contract to be paid twice a year, the NUM UNITS on the SC would be twelve (12), the rate would be \$5,000, and for each payment, the QTY RECEIVED field on the OR would be six (6).

FUNCTION:

DOCID: OR OSC 1000 NB1012C

10/13/95 12:48:43

BATID:

STATUS: DONE

H-

ORDER RECEIPT DOCUMENT

TRANSACTION DATE: 09 25 95

ACTION: E

REF PO ID: SC OSC 1000NB1012C  
VENDOR DELIVERY #: NB1012C

RECEIVED BY: NJB

RECEIPT DATE: 09 25 95

VENDOR CODE: 042799238 0008

NAME: RETRO-FIT, INC

ADDRESS:

455 FORTUNE BOULEVARD

MILFORD

MA 017570786

CARRIER CODE: UPS

CARRIER NAME: UNITED PARCEL SERVICE

COMMENTS:

TOTAL QTY RECEIVED: 6.00

CALC QTY RECEIVED: 6.00

CALC TOT RETURNED: 0.00

CALC TOT ACCEPTED: 6.00

A--\*HP20-DOCUMENT ACCEPTED

FUNCTION:

DOCID: OR OSC 1000 NB1012C

10/13/95 12:49:32

001-001 OF 001

BATID:

STATUS: DONE

01-

LINE NUMBER: 001

REF PO LINE: 01

CATALOG NUMBER: SERVICE-RF

COMMODITY CODE:

SERVICE CODE: 1316

QTY ORDERED: 12.00

UNIT: EA

QTY BALANCE: 12.00

QTY RECEIVED: 6.00 I/D:

P/F:

QTY OVERAGE: 0.00

QTY UNDERAGE: 0.00

QTY RETURNED: 0 I/D: I

QTY REJECTED: 0 I/D: I

QTY DAMAGED: 0 I/D: I

QTY INCORRECT: 0 I/D: I

DESCRIPTION:

TEXT:

4B

R N

LU 4 01-012 A0



For a six month, \$30,000 maintenance contract to be paid monthly, the NUM UNITS on the SC would be six (6), the rate would be \$5,000, and for each payment, the QTY RECEIVED field on the OR would be one (1).

FUNCTION:	DOCID: OR OSC 1000 NB1012D	10/13/95 12:48:43
H-	BATID:	STATUS: DONE
	ORDER RECEIPT DOCUMENT	
TRANSACTION DATE: 09 25 95		ACTION: E
REF PO ID: SC OSC 1000NB1012D		
VENDOR DELIVERY #: NB1012C		
RECEIVED BY: NJB		RECEIPT DATE: 09 25 95
VENDOR CODE: 521408890 0004		
NAME: I-NET, INC		
ADDRESS:		
455 ANY STREET		
WALTHAM MA 02222		
CARRIER CODE: UPS	TOTAL QTY RECEIVED:	1.00
CARRIER NAME: UNITED PARCEL SERVICE	CALC QTY RECEIVED:	1.00
COMMENTS:	CALC TOT RETURNED:	1.00
	CALC TOT ACCEPTED:	1.00
A--*HP20-DOCUMENT ACCEPTED		

FUNCTION:	DOCID: OR OSC 1000 NB1012C	10/13/95 12:49:32
01-	BATID:	STATUS: DONE
001-001 OF 001		
LINE NUMBER: 001	REF PO LINE: 01	
CATALOG NUMBER: SERVICE-RF	SERVICE CODE: 1316	
COMMODITY CODE:	UNIT: EA	
QTY ORDERED: 6.00		
QTY BALANCE: 6.00		
QTY RECEIVED: 1.00	I/D:	P/F:
QTY OVERAGE: 0.00	QTY UNDERAGE: 0.00	
QTY RETURNED: 0	QTY REJECTED: 0	I/D: I
QTY DAMAGED: 0	QTY INCORRECT: 0	I/D: I
DESCRIPTION:	TEXT:	

4B R N LU 4 01-012 A0

SC documents participate in the procurement match process similar to PG and PD documents. Departments must review the procurement match table (PROM) and the procurement match reports in VIEWDIRECT (RPT732A and B) to identify problem transactions and coordinate resolution with the vendor. The new EDI Open Purchase Order table (OPOR) records SC documents as well as PG and PD documents. This table will also assist departments in monitoring the procurement match process.

## Time and Materials Contracts

Contracts for time and materials differ slightly from maintenance contracts in that departments enter SC's as services are required or as an estimate of what they will spend over a period of time.

For use in entering an EDI SC for a time and materials contract, each activated EDI vendor has identified up to four catalog numbers to be used. The catalog numbers cover the following categories of contracted charges. They are:

Regular Hours  
Premium Hours  
Travel  
Incidental Parts\*

\*Note: Incidental parts are considered small purchases needed for maintenance.  
This does not include computer hardware, software or large ticket items.  
Such items should be entered separately on a PG document.

The vendors' catalog numbers are listed on VCAT as identified below:

Vendor Name	Catalog Item	Catalog Description
I-Net, Inc.	INE-SVC-REG	Regular Hours
I-Net, Inc.	INE-SVC-PREM	Premium Hours
I-Net, Inc.	INE-SVC-TRAV	Travel
I-Net, Inc.	INE-SVC-PARTS	Incidental Parts
Retro Fit, Inc.	RF-SVC - REG	Regular Hours
Retro Fit, Inc.	RF-SVC - PREM	Premium Hours
Retro Fit, Inc.	NONE - Does not bill travel	Travel
Retro Fit, Inc.	RF-SVC - PARTS	Incidental Parts

The NUM UNITS fields for regular and premium hours should reflect the number of hours the department estimates it will use during the contract period. The RATE entered, when multiplied by the NUM UNITS (number of hours), should equal the total estimated dollars for the catalog item to be entered in the LINE AMOUNT field. The RATE for travel catalog items is a per visit rate. The NUM UNITS entered for travel should be the number of visits estimated. The dollar amount quoted for parts catalog items should be entered in the NUM UNITS field and a rate of \$1.00 should be entered in the RATE field. This will allow departments to enter multiple ORs against these items if necessary. When entering an SC document, a separate catalog number and line must be used for each category.

For example, if a department expects to spend \$18,000 for service, part of this amount would be apportioned to each category as appropriate. The following screen shows an example of a time and materials SC where all categories are used.

FUNCTION:	DOCID: SC OSC 1000 NB1012F	10/12/95 11:04:57
	BATID:	STATUS: DONE
SERVICE CONTRACT DOCUMENT		
SC DATE: 09 25 95 ACCTG PRD:	BUDGET FY:	ACTION: E RUSH IND:
VENDOR CODE: 042799238 0008		
NAME: I-NET, INC		
VENDOR TYPE: 25	QUOTE #: 4052	
BILL TO: OSC TEST	SHIP TO: OSC TEST	
OFFICE OF THE COMPTROLLER	OFFICE OF THE COMPTROLLER	
ATTN: JOHN DOE	ATTN: JACK DUNN	
PCONTACT: JACK DUNN		
TELEPHONE #: ( 617 ) 727 - 5000 X 991		
COMMENTS:	SEQUENCE #:	
READY PYMT NUMBER:		
READY PYMT START DATE:	READY PYMT END DATE:	
READY PYMT SCHED ID:		
CONTRACT RENEWAL IND: Y	DOCUMENT TOTAL:	18,000.00
CONTRACT BID TYPE:	CONTRACT RENEWAL AMOUNT:	
	OUTSIDE PAYMENT:	
	ANNUALIZATION:	
H--EC570-E.C. TRANS - OVERRIDE REQUIRED		

FUNCTION:		DOCID: SC OSC 1000 NB1012F		10/12/95 11:06:15	
001-001 OF 001		BATID:		STATUS: DONE	
-----REF DOCID-----		REF			
LN	TR DPT ORG/NUMBER	LN	SERV AGRMNT DPT ORGN/SB	APPROP	SUB OBJ/SB PROG
STAT	TY PRJ/CL/GRC	ACTV	RPTG SERV	CATALOG NUMBER	CD/UNT
DATES OF SERVICE	O-Y OBLIGATION	CPTY	NUM UNITS	I/D	RATE
LINE AMOUNT	I/D P/F	READY	PAYMENT	QUOTE	TEXT
01		BT5L41P	OSC 1000	10000001 LL	L41
		1316	INE-SVC-REG	HR	
09 26 95	09 26 96		190.00		50.0000
9,500.00					
02		BT5L41P	OSC 1000	10000001 LL	L41
		1316	INE-SVC-PREM	HR	
09 26 95	09 26 96		48.00		125.0000
6000.00					
03		BT5L41P	OSC 1000	10000001 LL	L41
		1316	INE-SVC-TRAV	EA	
09 26 95	09 26 96		5.00		100.00
500.00					
04		BT5L41P	OSC 1000	10000001 LL	L41
		1316	INE-SVC-PARTS	EA	
09 26 95	09 26 96		2000.00		1.0000
2,000.00					

When the service is provided, the vendor will provide the department with a work order listing the appropriate quantities in each of the above categories. Departments must enter these quantities in the QTY RECEIVED field of the OR document for each catalog item using the correct SC reference line. This is so the procurement match will execute on receipt of an electronic invoice from the vendor. Review of the procurement match process and communication with the vendor to resolve any problems identified should be done by the department.







## Section E



Appendix A
------------

The following pages contain several case studies which will assist in better understanding the OR and Procurement Match enhancements described in the previous pages.

These cases assume a basic understanding of the current EDI processes. While navigation on the redesigned OREG remains essentially the same as that on the former OREG screen, specific keystroke instructions are provided for clarity where considered necessary.

These case studies incorporate specific data values as shown below, but any data valid for EDI vendors in the MMARS' training region tables can be used.

	<u>For SC Entry</u>	<u>For PD/PG Entry</u>
<b>EDI Vendor ID#</b>	650350400 0005	042896127 0162
<b>EDI Vendor Name</b>	Best Computer Systems	Office Supplies Inc.
<b>Department</b>		
<b>Three-Way-Match</b>	NEW	NEW
<b>Two-Way-OR Match</b>	FUN	FUN
<b>ORGN</b>	1000	1000
<b>Appropriation</b>	EDI 111111	EDI 111111
<b>SUB</b>	HH	EE
<b>OBJ</b>	H03	E01
<b>Catalog Number</b>	MAINTENANCE	ABCD1234

Use the following guidelines to generate a Document ID:

<b>Transaction type</b>	SC, PD, PG, OR
<b>DEPT</b>	FUN or NEW depending on the type of match
<b>ORGN</b>	1000
<b>ID number</b>	your three-digit terminal number, followed by any 4 unique numbers

<b>Case Study      #1</b>
---------------------------

**Objective:**      **Confirm receipt for an SC encumbrance using the redesigned OREG table.**

Let's assume that you have contracted with the EDI vendor **BEST COMPUTER SYSTEMS** to provide maintenance for your computer system. You have agreed to pay a total of **\$24,000.30** for six months of service, and BEST has provided you with quote number **ABCD** referencing the catalog number **MAINTENANCE**.

**1.      Enter an SC Encumbrance**

Using the information provided above, enter an SC transaction through SUSF for \$24,000.30, to be paid monthly. Since you will be paying this over 6 months, you will enter **6** in the **NUM UNITS** field and a **RATE** of **\$4000.05**. This is the \$24,000.30 total.

Use the following header information:

SC DATE:	<i>Enter today's date (MM DD YY)</i>
VENDOR CODE:	<b>650350400 0005</b>
VENDOR TYPE:	<b>25</b>
BILL TO:	<b>FUN 1000</b>
SHIP TO:	<b>FUN 1000</b>
CONTRACT RENEWAL IND:	<b>Y</b>
DOCUMENT TOTAL:	<b>24000.30</b>

Next, fill in the line information:

LN:	<b>01</b>
DPT:	<b>FUN</b>
APPROP:	<b>EDI 11111</b>
SUB:	<b>HH</b>
OBJ:	<b>H03</b>
ORG:	<b>1000</b>
CATALOG NUMBER	<b>MAINTENANCE</b>
DATES OF SERVICE:	<b>07 15 97 to 01 15 98</b>
NUM UNITS:	<b>6</b>
RATE:	<b>4000.05</b>

When entering an SC in production, use the SCTX table to record details about the contract. This creates an audit trail for departments and provides information to the vendor. Since these case studies will not be transmitted, use of SCTX is not necessary.



Process the SC to DONE. Because this is an EDI vendor, you will have to apply the over-ride command (OD). In addition, because we are processing on-line, you will have to apply the approval command (AD).

### Service Contract (SC) Document

```

FUNCTION:                DOCID: SC FUN 1000 0121234          MM/DD/YY HH:MM:SS
                        BATID:                               STATUS: DONE
                        SERVICE CONTRACT DOCUMENT

SC DATE: MM DD YY ACCTG PRD:      BUDGET FY: 98 ACTION: E  RUSH IND:
VENDOR CODE: 6503504000 0005
NAME: BEST COMPUTER SYSTEMS
VENDOR TYPE: 25                QUOTE #: ABCD
BILL TO: FUN 1000              SHIP TO: FUN 1000

ATTN:                        ATTN:
PCONTACT: PAUL TAYLOR
TELEPHONE #: ( 617 ) 727 - 9999 X 9999
COMMENTS:                    SEQUENCE #:
READY PYMT NUMBER:
READY PYMT START DATE:        READY PYMT END DATE:
READY PYMT SCHED ID:
CONTRACT RENEWAL IND: Y        DOCUMENT TOTAL:          24,000.30
CONTRACT BID TYPE:            CONTRACT RENEWAL AMOUNT:
                                OUTSIDE PAYMENT:
                                ANNUALIZATION:
  
```

### Service Contract (SC) Line Information

```

FUNCTION:                DOCID: SC FUN 1000 0121234          MM/DD/YY HH:MM:SS
                        001-001 OF 001  BATID:              STATUS: DONE
                        -----REF DOCID----- REF
LN TR DPT ORG/NUMBER  LN SERV AGRMNT DPT ORGN/SB  APPROP  SUB OBJ/SB PROG
-----
STAT TY PRJ/CL/GRC ACTV RPTG SERV  CATALOG NUMBER  CD/UNT
-----
DATES OF SERVICE  O-Y OBLIGATION CPCTY NUM UNITS I/D  RATE  I/D
-----
LINE AMOUNT  I/D P/F READY PAYMENT  QUOTE  TEXT
-----
01                BT6H03S  FUN 1000  EDI11111 HH  H03
                1310 MAINTENANCE
07 15 97  01 15 98                6.00  4000.05
24,000.30
  
```

The information on the SC document is now stored on the OSCH and OSCL tables. Notice in the OSCH table below that the *PROM IND* is 'R'. This means that the transaction is governed by the Two-Way-OR Match.

### Open SC Header Inquiry Table (OSCH)

ACTION: R		SCREEN: OSCH		M M A R S		MM/DD/YY HH:MM:SS	
*** OPEN SC HEADER INQUIRY ***							
KEY IS TRANS CODE, TRANS DEPT, SC NUMBER							
01-							
TRANS CODE: SC		TRANS DEPT: FUN		SC NUMBER: 10000121234			
DATE: 10 15 97		TYPE: 25 OFF RESERVE ACCT: 0351					
VENDOR CODE: 650350400 0005				READY PYMT NUM:			
VENDOR NAME: BEST COMPUTER SYSTEMS							
COMMENTS:							
PCONTACT: PAUL TAYLOR				PHONE #: ( 617 ) 727 - 2200 X5555			
BILL DPT/CODE: FUN 1000				SHIP DPT/CODE: FUN 1000			
BILL ATTN:				SHIP ATTN:			
SEQUENCE #:		QUOTE #: ABCD					
PROM IND: R		TRANS METHOD: E		RUSH IND:			
RECEIVED AMT:		0.00		INVOICE AMOUNT:		0.00	
ORIGINAL CONTRACT AMOUNT:				24,000.30			
CONTRACT AMOUNT:				24,000.30			
RENEWAL AMOUNT:				0.00			
OUTSIDE PAYMENT:				0.00			
ANNUALIZATION:				0.00			
CONTRACT RENEWAL IND: N				CONTRACT BID TYPE:			
CLOSED AMOUNT:				0.00		CLOSED DATE:	

Note: The PROM IND of 'R' indicates a Two-Way-OR Match.

### Open SC Line Inquiry Table (OSCL)

ACTION: R		SCREEN: OSCL		M M A R S		MM/DD/YY HH:MM:SS	
*** OPEN SC LINE INQUIRY ***							
KEY IS TRANS CODE, TRANS DEPT, SC NUMBER, LINE NUMBER							
01- TRANS CODE: SC TRANS DEPT: FUN SC NUMBER: 10000121234 LINE NO: 01							
SERVICE CODE: 1310				UNIT OF SERVICE: MO			
CATALOG NUMBER: MAINTENANCE				CAPACITY:			
NUMBER OF UNITS: 6.00		RATE:		4000.05			
DATES OF SERVICE: 7 15 97 - 1 15 98				STATUS:			
REF TRANSACTION:				REF SERVICE AGREEMENT: BT6H03S			
QUOTE NUMBER:				TEXT:			
BUDGET FY: 97							
FUND: 010		DEPT: FUN		ORGN/SUB: 1000		APPR: EDI11111 SUB: HH	
PROG:		OBJ/SUB: H03		CLIENT:		PROJECT:	
GEN RPTG CAT:		RPTG CAT:		ACTIVITY:			
RECEIVED QUANTITY:		0.00		SPEC COND:		P/F: TOTAL RECD: 0.00	
INVOICED QUANTITY:		0.00		SPEC COND:		P/F: TOTAL INVD: 0.00	
LINE AMOUNT:				24,000.30			
READY PAYMENT AMT:				0.00			
OUT-YEAR OBLIGATIONS:				0.00			
CLOSED AMOUNT:				0.00			
EXPENDED AMOUNT:				0.00			

## 2. Confirm Partial Receipt Using OREG

Now that you have entered the SC transaction, it is time to pay for four months' maintenance. Since the new OREG screen accommodates SC transactions, we can infer the encumbrance data from the open SC tables, OSCH and OSCL.

Start the OR process by accessing a new OREG table.

At the OREG table, enter an **ACTION: S**, the **REF ORDER ID: SC FUN 1000 0121234**, and then press <Enter>.

Your screen should appear similar to the screen shown below.

### OREG Table Referencing SC Document ID

```

ACTION: R  SCREEN: OREG          M M A R S          MM/DD/YY HH:MM:SS
ORDER RECEIPT SELECTION GENERATION TABLE
KEY IS REF ORDER ID, CATALOG NUMBER
READY TO GENERATE "OR" DOCUMENT:

REF ORDER ID: SC FUN 10000121234  OR DOC ID: OR FUN 1000
PREFILL QTY REC'D (Y/N):          DATE RECEIVED:
REC'D BY:                          CARRIER CODE:
VENDOR DELIVERY #:                 VENDOR CODE: 650350400 0005
VENDOR NAME: BEST COMPUTER SYSTEMS
CARRIER NAME:

PO          S
LN  QUANTITY  CATALOG  QUANTITY  U  ORDERED  ORDERED  CATALOG
NO  RECEIVED  NUMBER    RETURNED  B  BALANCE  QUANTITY  DESCRIPTION
-----
01   0.00  MAINTENANCE      0.00   6  .00    6.00  MAINT SERVIC

*02-*L009 HEADER CHANGE

```

Note that the OR DOC ID field system fills the transaction type OR, the three-letter department code, and the four-digit ORG number.



Now you are ready to confirm receipt of services. Enter data in each of the required header fields as follows:

OR DOC ID: OR FUN 1000	# or seven character alpha-numeric code
DATE RECEIVED:	10/15/97
REC'D BY:	your name or initials
VENDOR DELIVERY #:	the last 7 digits of your OR number or any unique number

Use your arrow keys or over-type the ORG number in order to move to the position for your seven character alpha-numeric code. Enter either a pound sign (#) to system-generate a number, or a code based on your department's document conventions.

We are using an invented Vendor Delivery # for our case studies. Ordinarily you will use the number on the work order provided by the vendor at the time of servicing.

Finally, tab to the QUANTITY RECEIVED FIELD and blank out the zeros. You can now manually enter the number four (4) to confirm receipt of four months' maintenance. Once you review the information you have entered and confirm it is correct, enter **ACTION: A**, press <Enter> and stop. Do not generate the OR yet.

At this point, your OREG screen should appear similar to the screen below

### OREG Table

ACTION: A SCREEN: OREG M M A R S MM/DD/YY HH:MM:SS

ORDER RECEIPT SELECTION GENERATION TABLE  
KEY IS REF ORDER ID, CATALOG NUMBER  
READY TO GENERATE "OR" DOCUMENT:

REF ORDER ID: SC FUN 1000 0121234	OR DOC ID: OR FUN 10000121234
PREFILL QTY REC'D (Y/N):	DATE RECEIVED: 10 15 97
REC'D BY: MARY SMITH	CARRIER CODE:
VENDOR DELIVERY #: 0121234	VENDOR CODE: 650350400 0005
VENDOR NAME: BEST COMPUTER SYSTEMS	
CARRIER NAME:	

PO LN	QUANTITY RECEIVED	CATALOG NUMBER	QUANTITY RETURNED	S U B	ORDERED BALANCE	ORDERED QUANTITY	CATALOG DESCRIPTION
01	4.00	MAINTENANCE			6.00	6.00	MAINT SERVIC

H--EC24W PLEASE VERIFY VEN DEL NUMBER H--S011W CARRIER CODE IS BLANK  
01-EC85I ENTRY ADDED TO DOCO 01-\*L033 NO LINES ADDED

Note: PO LN NO is 2 digits because REF DOC ID refers to an SC encumbrance

### 3. View OR Document Pending Table (DOCO)

As in the past, data entered on OREG is stored on the DOCO table until the user generates a shell.

To level to DOCO use an **ACTION: N**, then press <Enter>. This requires you to scan in the OR DOCUMENT ID manually once you reach the DOCO table.

After scanning in the **OR DOCUMENT ID** with an **ACTION: S**, the table will reflect data entered on OREG awaiting generation.

#### DOCO Table

ACTION: R SCREEN: DOCO		M M A R S		MM/DD/YY HH:MM:SS	
OR DOCUMENT PENDING TABLE					
KEY IS DOCUMENT ID, CATALOG NUMBER, PO LINE NUMBER					
OR DOCUMENT ID: OR FUN 10000121234			BATCH DOC ID:		
VENDOR DELIVERY #: 0121234			REC'D BY: Mary Smith		
CARRIER CODE:			DATE RECEIVED: 10 15 97		
REF ORDER ID: SC FUN 1000 0121234			VENDOR CODE: 650350400 0005		
DOCUMENT ACTION:					
CATALOG NUMBER	PO LN NO	QUANTITY RECEIVED	QUANTITY RETURNED	OR LN NO	S U B
-----	---	-----	-----	---	-
01- MAINTENANCE	01	4.00	0.00	001	
02-					
03-					
04-					
05-					
C 09 HEADER CHANGE					

Notice in the DOCO table above that the screen has been modified for consistency with the redesigned OREG table.

In addition to these format changes, DOCO now has **ACTION: D** functionality to delete OREG records which are not generated to the OR transaction.

**\*\*Note:** Deleting a DOCO entry is not the same as canceling an OR transaction. Cancellation of ORs will be reviewed separately in Case Study #2.

#### 4. Generate OR Transaction

Now that we have looked at the enhancements to DOCO, let's return to the OREG table and generate the OR transaction.

Return to OREG using **ACTION: N** and **SCREEN: OREG**.

Now scan in the document using **ACTION: S** and the **REF ORDER ID**. The SC encumbrance data inferred reflects an **ORDERED BALANCE** equal to the **ORDERED QUANTITY**.

Next, access the record you are in the midst of building, enter an **ACTION: S** and the unique seven-character **OR DOC ID**.

The data you saw on DOCO should fill OREG.

To generate the OR, enter an **ACTION: S** and a 'Y' in the **READY TO GENERATE "OR" DOCUMENT:** field.

#### OREG Table

```

ACTION: S  SCREEN: OREG          M M A R S          MM/DD/YY HH:MM:SS
ORDER RECEIPT SELECTION GENERATION TABLE
KEY IS REF ORDER ID, CATALOG NUMBER
READY TO GENERATE "OR" DOCUMENT: Y

REF ORDER ID: SC FUN 1000 0121234      OR DOC ID: OR FUN 1000 0121234
PREFILL QTY REC'D (Y/N):                DATE RECEIVED: 10 15 97
REC'D BY: MARY SMITH                     CARRIER CODE:
VENDOR DELIVERY #: 0121234              VENDOR CODE: 650350400 0005
VENDOR NAME: BEST COMPUTER SYSTEMS
CARRIER NAME:

PO
LN  QUANTITY  CATALOG  QUANTITY  U  ORDERED  ORDERED  CATALOG
NO  RECEIVED  NUMBER    RETURNED  B  BALANCE  QUANTITY  DESCRIPTION
-----
01   4.00  MAINTENANCE      0.00      6.00      6.00  MAINT SERVIC
  
```

Press <Enter>.



You will now be in an OR shell.

### Order Receipt (OR) Document Header

FUNCTION:	DOCID: OR FUN 1000 0121234	MM/DD/YY H:MM:SS
H-	BATID:	STATUS: HELD
	ORDER RECEIPT DOCUMENT	
TRANSACTION DATE: MM DD YY		ACTION: E
REF ORDER ID: SC FUN 1000121234		
VENDOR DELIVERY #: 121234		
REC'D BY: JMARY SMITH		DATE RECEIVED: 10 15 97
VENDOR CODE: 650350400 0005		
NAME:		
ADDRESS:		
CARRIER CODE:		TOTAL QTY REC: 00000000000400
CARRIER NAME:		CALC QTY REC:
COMMENTS:		CALC TOT RET:
		CALC TOT ACC:

### Order Receipt (OR) Document Line

FUNCTION:	DOCID: OR FUN 1000 0121234	MM/DD/YY HH:MM:SS
001-001 OF 001	BATID:	STATUS: HELD
01-		
LINE NUMBER: 001		REF PO LINE: 01
CATALOG NUMBER: MAINTENANCE		
COMMODITY CODE:	SERVICE CODE:	
QTY ORDERED:	UNIT:	
QTY BALANCE:		
QTY RECEIVED: 00000400	I/D: I	P/F:
QTY RETURNED: 00000000	I/D: I	
SUB:	TEXT:	
DESCRIPTION:		

Notice that the document is in a HELD status and all data entered on OREG infers. The TOTAL QTY REC, QTY RECEIVED, and QTY RETURNED fields populate all open positions with zeros and no decimals until you edit (ED) the document.

Once you edit the document, all inferred fields and the calculated quantity fields will populate. Notice the quantity formats now reflect decimals and the document is in a SCHED status.

### Order Receipt (OR) Document Header Screen

FUNCTION:	DOCID: OR FUN 1000 0121234	MM/DD/YY HH:MM:SS
H-	BATID:	STATUS: SCHED
	ORDER RECEIPT DOCUMENT	
TRANSACTION DATE: MM DD YY		ACTION: E
REF ORDER ID: SC FUN 10000121234		
VENDOR DELIVERY #: 0121234		
REC'D BY: MARY SMITH		DATE RECEIVED: 10 15 97
VENDOR CODE: 650350400 0005		
NAME: BEST COMPUTER SYSTEMS		
ADDRESS:		
89 FULKERSON ST		
CAMBRIDGE		MA 02141
CARRIER CODE:	TOTAL QTY REC:	4.00
CARRIER NAME:	CALC QTY REC:	4.00
COMMENTS:	CALC TOT RET:	0.00
	CALC TOT ACC:	4.00
A--*HP01-WARNING MSGS; PLEASE REVIEW H--S011W-CARRIER CODE IS BLANK		
H--EC24W- PLEASE VERIFY VEN DEL NUMBER		

### Order Receipt (OR) Document Line Screen

FUNCTION:	DOCID: OR FUN 1000 0121234	MM/DD/YY HH:MM:SS
01-	001-001 OF 001 BATID:	STATUS: SCHED
LINE NUMBER: 001	REF PO LINE: 01	
CATALOG NUMBER: MAINTENANCE		
COMMODITY CODE:	SERVICE CODE: 1310	
QTY ORDERED: 6.00	UNIT: MO	
QTY BALANCE: 6.00		
QTY RECEIVED: 4.00 I/D: I	P/F:	
QTY RETURNED: 0.00 I/D: I		
SUB:	TEXT:	
DESCRIPTION:		

Under the Two-Way-OR match, payment is issued in accordance with Commonwealth payment policy.

**Open Receipt Header Table (ORHV)**

ACTION: R SCREEN: ORHV M M A R S MM/DD/YY HH:MM:SS  
\*\*\* OPEN RECEIPT HEADER TABLE BY VENDOR DELIVERY # TABLE \*\*\*  
KEY IS VENDOR DELIVERY NUMBER, TRANSACTION ID

01-  
VENDOR DEL #: 0121234 TRANSACTION ID: OR FUN 10000121234  
VENDOR-CODE: 650350400 0005 TRANSACTION DATE: MM DD YY  
REF PO ID: SC FUN 10000121234  
RECEIPT DATE: 10 15 97 RECEIVED BY: MARY SMITH  
PROM STATUS: O  
CARRIER #/NAME:

TOTAL RECEIVED: 4.00  
TOTAL RETURNED: 0.00  
TOTAL ACCEPTED: 4.00

**Open Order Receipt Line (ORLV)**

ACTION: R SCREEN: ORLV M M A R S MM/DD/YY HH:MM:SS  
\*\*\* OPEN ORDER RECEIPT LINE TABLE \*\*\*  
KEY IS VENDOR DELIVERY NUMBER, TRANSACTION ID, LINE NUMBER

01-  
VENDOR DEL NUM: 0121234  
TRANSACTION ID: SC FUN 10000121234  
LINE NUMBER: 001

REF PO LINE: 01  
CATALOG NUMBER: MAINTENANCE SUB:  
DESCRIPTION: MAINT SERVICE  
COMMODITY CODE: SERVICE CODE: 1310  
UNIT: MO TEXT IND:

QTY RECEIVED: 4.00 P/F IND: P  
QTY RETURNED: 0.00



Because this transaction is governed by the Two-Way-OR Match process as indicated by the 'R' in the PROM IND field, the VENDOR INVOICE NUMBER field will never contain data.

### Procurement Match Table (PROM)

ACTION: R SCREEN: PROM

M M A R S

MM/DD/YY HH:MM:SS



\*\*\* PROCUREMENT MATCH TABLE \*\*\*

KEY IS PURCHASE ORDER ID, VENDOR DELIVERY NUMBER

PURCHASE ORDER ID: SC FUN 10000121234

	VENDOR DELIVERY NUMBER	VENDOR INVOICE NUMBER	RECEIPT TRANS ID	PROM IND	PROM STAT
01-	0121234		OR FUN 10000121234	R	C
02-					
03-					
04-					
05-					
06-					
07-					
08-					
09-					
10-					
11-					
02-*L009 HEADER CHANGE					

### Procurement Match Status Table (PRMS)

ACTION: R		SCREEN: PRMS		M M A R S		MM/DD/YY HH:MM:SS	
*** PROCUREMENT MATCH STATUS TABLE ***							
KEY IS STATUS, PURCHASE ORDER ID, VENDOR DELIVERY #							
STATUS: C		PURCHASE ORDER ID: SC FUN 10000121234					
VENDOR DELIVERY NUMBER		VENDOR INVOICE NUMBER		RECEIPT TRANS ID		PROM IND	
-----		-----		-----		-----	
01-	0121234			SC FUN 10000121234			
02-							
03-							
04-							
05-							
06-							
07-							
08-							
09-							
10-							
11-							
02-*L009 HEADER CHANGE							

Note: Addition of PROM IND at end of line showing a Two-Way-OR Match as a value of 'R'. Again notice there is no entry under the VENDOR INVOICE NUMBER because of the 'R'.

## Procurement Match Table (PRMP)

ACTION: S SCREEN: PRMP M M A R S MM/DD/YY HH:MM:SS  
 \*\*\* PROCUREMENT MATCH PAYMENT TABLE \*\*\*

KEY IS PURCHASE ORDER ID, VENDOR DELIVERY NUMBER

PURCHASE ORDER NUMBER	VENDOR DELIVERY NUMBER	PAYMENT VOUCHER NUMBER	PROM IND
01- SC FUN 10000121234	0121234	PV FUN 10009898765	R
02-			
03-			
04-			
05-			
06-			
07-			
08-			
09-			
10-			
11-			
12-			
13-			

01-\*L008 END OF FILE 01-\*L004 LINE NOT FOUND

## Payment Voucher (PV) Document Header

FUNCTION: DOCID: SC FUN 100001212341 MM/DD/YY HH:MM:SS  
 BATID: STATUS: DONE

PAYMENT VOUCHER DOCUMENT

PV/INVOICE RECEIPT DATE: 10 15 97 ACCTG PRD: BUDGET FY: 11 13 97  
 ACTION: E SCH PAY DATE: 11 13 97  
 OFF LIAB ACCT: COMMENTS: AUTO PV-MTCH  
 DOCUMENT TOTAL: 16000.20

BUSINESS FUNCTION CODE: 100 STANDARD TEXT CODE:  
 PAY REF NUM: PAYMENT FLAG: N  
 REF DOC ID: PV TYPE: 1  
 ENTERED VIA INTERFACE: N  
 VENDOR CODE: 650350400 0005 EMPLOYEE FLAG:  
 VENDOR NAME: BEST COMPUTER SYSTEMS  
 ADDRESS:  
 89 FULKERSON ST  
 CAMBRIDGE MA ZIP: 02141

Notice that under the Two-Way-OR Match process, the Scheduled Pay Date is 28 days from the PV/INVOICE RECEIPT DATE in accordance with Commonwealth policy. PV/INVOICE RECEIPT DATE contains the DATE RECEIVED from the OR Transaction

Finally, in order to assist vendors in reconciling accounts, the PYMNT REFERENCE NUMBER FIELD contains the characters **VD#** followed by the first 18 characters of the Vendor Delivery Number from the PROM table.

FUNCTION:		DOCID: PV FUN 10009898765		MM/DD/YY HH:MM:SS	
001-001 OF 001		BATID:		STATUS: DONE	
-----REF DOCID-----					
LN	TR	DPT	ORG	NUMBER	LN DPT APPROP SUB ORG/SB OBJ/SB PROG TY PRJ/CL/GRC
-----					
ACTV	RPTG	FUND	BS	ACCT	PYMNT REFERENCE NUMBER DESCRIPTION
-----					
--MSA#	--LN#	DISC	DATES OF SERVICE		QUANTITY LINE AMOUNT I/D P/F
-----					
01	SC	FUN	1000	0121234	01 FUN ED111111 HH 1000 H03
			010	VD# 0121234	
				07 15 97 10 15 97	16000.20 I

Note that once the PV is DONE, the PYMNT REFERENCE NUMBER including the characters VD # are written to the OVHV table as the Vendor Invoice Number. This indicates that the transaction was governed by a Two-Way-OR Match process.

## Case Study      #2

**Objectives:**    Use the Prefill function to confirm receipt of an EDI PG governed by the Two-Way-OR match.  
                       Cancel the OR transaction using ACTION: X.

### 1.      Enter a PG Encumbrance

Using the VCAC table, enter a PG for a Two-Way-OR match, using a single accounting line and four (4) catalog line items, each with a quantity of 10.

Using the data below, complete the PG header.

BUDGET FY:	98
BILL TO:	FUN 1000
SHIP TO:	FUN 1000
DELIVERY DATE:	MM DD YY
LN:	01
DPT:	FUN
APPROP:	EDI 11111
SUB:	EE
OBJ/SB:	E01
ORG:	1000

Process the PG to DONE. You will have to apply the over-ride command (OD).

### Price Agreement (PG) Header

```

FUNCTION:                DOCID: PG FUN 1000 3213213          MM/DD/YY HH:MM:SS
                        BATID:                                STATUS: DONE
                        PRICE AGREEMENT DOCUMENT
PG DATE: MM DD YY ACCTG PD:    BUDGET FY:    ACTION: E    PA #: OFF010200
VENDOR: 042896127 0162  VORD AC: PO    SHIP TO: FUN 1000
NAME: OFFICE SUPPLIES INC.
ADDR: 90 CAMBRIDGE STREET          ATTN:
                                      BILL TO: FUN 1000
CHARLESTOWN          MA 02129
VCONTACT:                ATTN:
PCONTACT:                TELEPHONE #: ( 617 ) 727 - 9999 X 999
DELIVERY DATE: 10 15 97 FOB: 1 TYPE:    CONF ORD:    DOC TOTAL:    109.80
QUOTE #:
***** ACCOUNTING DATA *****
LN DPT  APPROP  SB ORG/SB  OBJ/SB  PROG TY  PRJ/CL/GRC  ACTV RPTG  LINE AMOUNT I/D
-----
01 FUN EDI11111 EE 1000    E01                                109.80

A--*HS60-DOCUMENT MARKED FOR READ ONLY  H--EC570-ELECTRONIC COMMERCE APPROVAL

```



Your PG line information should appear similar to the data shown below.

### Price Agreement (PG) Line Information

FUNCTION:		DOCID: PG FUN 1000 3213213		MM/DD/YY HH:MM:SS	
001-002 OF 004		BATID:		STATUS: DONE	
LN	PA LN	QTY	I/D UNIT	COMMODITY CODE	ITM CATALOG NUMBER
UNIT COST		I/D REVALUE	TOTAL COST		QUOTE NUMBER
MANUFACTURER		MODEL			FC TEXT
DESCRIPTION		SBS IND			
01-	001 00010	10 I BX	620 45 05	0005	A111R
	1.2300	I	12.30		
	ACCO				9
	FLDR STR CUT LGL REC				
02-	002 00010	10 I EA	620 45 05	0005	B400BK
	3.9900	I	39.90		
	ACCO				9
	STAPLER HALF STRIP B				

FUNCTION:		DOCID: PG FUN 1000 3213213		MM/DD/YY HH:MM:SS	
003-004 OF 004		BATID:		STATUS: DONE	
LN	PA LN	QTY	I/D UNIT	COMMODITY CODE	ITM CATALOG NUMBER
UNIT COST		I/D REVALUE	TOTAL COST		QUOTE NUMBER
MANUFACTURER		MODEL			FC TEXT
DESCRIPTION		SBS IND			
01-	003 00010	10 I EA	620 45 05	0005	G600
	4.0700	I	40.70		
	ACCO				9
	REMOVER 0500 STAPLE				
02-	004 00010	10 I EA	620 45 05	0005	R330YE
	1.6900	I	16.90		
	ACCO				9
	POST-IT 3X3 FANFOLD				

The PG data will be stored to the OPOH, OPOL, and OPOC tables as shown below.

### Open Purchase Order Header (OPOH)

```

ACTION: R  SCREEN: OPOH          M M A R S          MM/DD/YY HH:MM:SS
OPEN EPS PO HEADER TABLE
KEY IS TRANS CODE, TRANS DEPT, PO NUMBER
01-
    TRANS CODE: PG          TRANS DEPT: FUN          PO NUMBER: 1000 3213213
    DATE: MM DD YY          BUYER: A6
    VENDOR CODE: 042657526  ALT ADDR: 0001          VORD AC:
    NAME: OFFICE SUPPLIES INC
    ADDRESS: 90 CAMBRIDGE STREET
                                ORDER TYPE:
                                CONF ORDER:
                                PA #: B50826200
    CHARLESTOWN  MA          021290000  PROM IND: R
    VCONTACT:
    PCONTACT: G. SMITH          PHONE #: ( 617 ) 973 - 9999 X
    SHIP DPT/CODE: FUN 1000      FOB DEST/SHPG PT: 1
    SHIP ATTN:                  DELIVERY DATE: 10 15 97
    BILL DPT/CODE: FUN 1000      OFF RESERVE ACCT:
    BILL ATTN:                  TRANSMISSION METHOD: E
    ORDERED AMT:                109.80          EXPENDED AMOUNT:                0.00
    CLOSED AMT:                 0.00          CLOSED DATE:
    OUTSTNG AMT:                109.80          PO HOLD:
    RECEIVED AMT:               0.00          LAST PRINT DATE:
    INVOICED AMT:               0.00  QUOTE #:
  
```

Note: This example shows a PROM IND of 'R,' indicating a Two-Way-OR Match.

### Open EPS PO Line (OPOL)

```

ACTION: R  SCREEN: OPOL          M M A R S          MM/DD/YY HH:MM:SS
OPEN EPS PO LINE TABLE
KEY IS TRANS CODE, TRANS DEPT, TRANS NUMBER, LINE NUMBER
TRANS CODE: PG  TRANS DEPT: FUN  TRANS NUMBER: 1000 3213213

LINE NO: 01
    BUDGET FY: 98          FUND: 010          DEPT: FUN          ORG/SUB: 1000
    APPR/SUB: EDI111111 EE PROG:          OBJ/SUB: E01          REPT CAT:
    GEN REPT CAT:          CLIENT NUMBER:
    ACTIVITY:          PROJECT NUMBER:
    PO LINE AMOUNT:          109.80  CLOSED LINE AMOUNT:          0.00
    EXPENDED AMOUNT:          0.00  OUTSTANDING AMOUNT:          109.80
    REF DOCUMENT ID:          REF DOC CLOSED AMT:          0.00

LINE NO:
    BUDGET FY:          FUND:          DEPT:          ORG/SUB:
    APPR/SUB:          PROG:          OBJ/SUB:          REPT CAT:
    GEN REPT CAT:          CLIENT NUMBER:
    ACTIVITY:          PROJECT NUMBER:
    PO LINE AMOUNT:          CLOSED LINE AMOUNT:
    EXPENDED AMOUNT:          OUTSTANDING AMOUNT:
    REF DOCUMENT ID:          REF DOC CLOSED AMT:

02-*L009 HEADER CHANGE
  
```



**Open PO Commodity Line (OPOC) 001**

```
ACTION: R  SCREEN: OPOC          M M A R S          MM/DD/YY HH:MM:SS
OPEN PO COMM LINE TABLE
KEY IS TRANS CODE, TRANS DEPT, TRANS NUMBER, LINE NUMBER

TRANS CODE: PG      TRANS DEPT: FUN      TRANS NUMBER: 1000 3213213
01-  LINE NO: 001  COMM CODE: 620 45 05 0005  PA LINE #:      INV ITEM #:
      DESCR: FLDR STR CUT LGL REC
      ORDERED QUANTITY: 10    UNIT: BX      CATALOG #: A111R
      MANUFACTURER: ACCO
      MODEL:
      QUOTE NUMBER:
      UNIT COST: 1.8200  TOTAL COST: 18.20
RECEIVED QUANTITY: 0  SPEC COND: P/F:  TOTAL RECD: 0.00
INVOICED QUANTITY: 0  SPEC COND: P/F:  TOTAL INVD: 0.00
      LAST UNIT COST: 0.0000  TEXT:  SBS IND: N
      BID NUMBER:      BID SUFFIX:  BID LINE:
```

**Open PO Commodity Line (OPOC) 002**

```
ACTION: R  SCREEN: OPOC          M M A R S          MM/DD/YY HH:MM:SS
OPEN PO COMM LINE TABLE
KEY IS TRANS CODE, TRANS DEPT, TRANS NUMBER, LINE NUMBER

TRANS CODE: PG      TRANS DEPT: FUN      TRANS NUMBER: 1000 3213213
01-  LINE NO: 002  COMM CODE: 620 45 05 0005  PA LINE #:      INV ITEM #:
      DESCR: STAPLER HALF STRIP B
      ORDERED QUANTITY: 10    UNIT: EA      CATALOG #: B400BK
      MANUFACTURER: ACCO
      MODEL:
      QUOTE NUMBER:
      UNIT COST: 1.9200  TOTAL COST: 19.20
RECEIVED QUANTITY: 0  SPEC COND: P/F:  TOTAL RECD: 0.00
INVOICED QUANTITY: 0  SPEC COND: P/F:  TOTAL INVD: 0.00
      LAST UNIT COST: 0.0000  TEXT:  SBS IND: N
      BID NUMBER:      BID SUFFIX:  BID LINE:
```

**Open PO Commodity Line (OPOC) 003**

ACTION: R SCREEN: OPOC M M A R S MM/DD/YY HH:MM:SS  
OPEN PO COMM LINE TABLE  
KEY IS TRANS CODE, TRANS DEPT, TRANS NUMBER, LINE NUMBER

TRANS CODE: PG TRANS DEPT: FUN TRANS NUMBER: 1000 3213213  
01- LINE NO: 003 COMM CODE: 600 45 05 0005 PA LINE #: INV ITEM #:  
DESCR: REMOVER 050 STAPLE  
ORDERED QUANTITY: 10 UNIT: EA CATALOG #: G600  
MANUFACTURER: ACCO  
MODEL: FEATURE CODE: 9  
QUOTE NUMBER:

UNIT COST:	4.0700	TOTAL COST:	40.70	
RECEIVED QUANTITY:	0	SPEC COND:	P/F: TOTAL RECD:	0.00
INVOICED QUANTITY:	0	SPEC COND:	P/F: TOTAL INVD:	0.00
LAST UNIT COST:	0.0000	TEXT:	SBS IND: N	
BID NUMBER:	BID SUFFIX:	BID LINE:		

**Open PO Commodity Line (OPOC) 004**

ACTION: R SCREEN: OPOC M M A R S MM/DD/YY HH:MM:SS  
OPEN PO COMM LINE TABLE  
KEY IS TRANS CODE, TRANS DEPT, TRANS NUMBER, LINE NUMBER

TRANS CODE: PD TRANS DEPT: FUN TRANS NUMBER: 1000 3213213  
01- LINE NO: 004 COMM CODE: 620 45 05 0005 PA LINE #: INV ITEM #:  
DESCR: POST-IT 3X3 FANLFOLD  
ORDERED QUANTITY: 10 UNIT: EA CATALOG #: R330YE  
MANUFACTURER: ACCO  
MODEL: FEATURE CODE: 9  
QUOTE NUMBER:

UNIT COST:	1.6900	TOTAL COST:	16.90	
RECEIVED QUANTITY:	0	SPEC COND:	P/F: TOTAL RECD:	0.00
INVOICED QUANTITY:	0	SPEC COND:	P/F: TOTAL INVD:	0.00
LAST UNIT COST:	0.0000	TEXT:	SBS IND: N	
BID NUMBER:	BID SUFFIX:	BID LINE:		

## 2. Enter the OR Data Through OREG.

Using the OREG screen, enter an OR as follows:

**ACTION:** S  
**REF ORDER ID:** PG FUN 1000 Your seven character alpha-numeric code

Press <Enter>.

Your screen should appear similar to the screen below.

ACTION: R SCREEN: OREG		M M A R S		MM/DD/YY HH:MM:SS	
ORDER RECEIPT SELECTION GENERATION TABLE					
KEY IS REF ORDER ID, CATALOG NUMBER					
READY TO GENERATE "OR" DOCUMENT:					
REF ORDER ID: PG FUN 10003213213			OR DOC ID: OR FUN 1000		
PREFILL QTY REC'D (Y/N):			DATE RECEIVED:		
REC'D BY:			CARRIER CODE:		
VENDOR DELIVERY #:			VENDOR CODE: 042896127 0162		
VENDOR NAME: TRETROFIT					
CARRIER NAME:					
PO			S		
LN	QUANTITY	CATALOG	QUANTITY	U	ORDERED
NO	RECEIVED	NUMBER	RETURNED	B	ORDERED
					QUANTITY
					CATALOG
					DESCRIPTION
001	0.00	A111R	0.00		10.00
002	0.00	B400BK	0.00		10.00
003	0.00	0600	0.00		10.00
004	0.00	R330YE	0.00		10.00
					FLDR STR CUT
					STAPLER HALF
					REMOVER STAP
					POST-IT 3X3

05-\*L009 HEADER CHANGE

The OR DOC ID field has inferred the transaction type (OR), department code (FUN), and ORGN number (1000). Notice the **QUANTITY RECEIVED** field contains a quantity of 0.00 for each of the items ordered.

To accept any quantity, tab to the start of the ORGN position in the OR DOC ID field. Now, either over-type the ORGN number or use the arrow keys to reach the first position after the ORGN number.

You may now either enter the pound sign (#) to system generate a number, or enter a number based on the document-numbering convention your department follows.



### 3. Elect the Prefill Quantity Option on OREG

Tab to the PREFILL QTY REC'D (Y/N) field. Enter a 'Y' to infer each line's ORDERED BALANCE.

Complete the required header fields noticing that the cursor automatically moves to the next field at the end of a defined field, such as DATE RECEIVED.

Press <Enter>.

```

ACTION: A SCREEN: OREG          M M A R S          MM/DD/YY HH:MM:SS
ORDER RECEIPT SELECTION GENERATION TABLE
KEY IS REF ORDER ID, CATALOG NUMBER
READY TO GENERATE "OR" DOCUMENT:

REF ORDER ID: PG FUN 10003213213      OR DOC ID: OR FUN 10001234567
PREFILL QTY REC'D (Y/N): Y            DATE RECEIVED: MM DD YY
REC'D BY: JQD                         CARRIER CODE:
VENDOR DELIVERY #: ABC123             VENDOR CODE: 042896127 0162
VENDOR NAME: OFFICE SUPPLIES INC.
CARRIER NAME:

PO          S
LN  QUANTITY  CATALOG  QUANTITY  U  ORDERED  ORDERED  CATALOG
NO  RECEIVED  NUMBER    RETURNED  B  BALANCE  QUANTITY  DESCRIPTION
-----
001  10.00  A111R      0.00      10.00  10.00  FLDR STR CUT
002  10.00  B400BK      0.00      10.00  10.00  STAPLER HALF
003  10.00  G600        0.00      10.00  10.00  REMOVER STAP
004  10.00  R330YE      0.00      10.00  10.00  POST-IT 3X3

H--EC24W PLEASE VERIFY VEN DEL NUMBER H--S011W CARRIER CODE IS BLANK
H--EC85I ENTRY ADDED TO DOCO          04 *L033 NO LINES ADDED
  
```

The **QUANTITY RECEIVED** field system-fills with the **ORDERED BALANCE**.

The **ORDERED BALANCE** and the **QUANTITY RECEIVED** will reflect the same numbers until the OR transaction is processed to DONE.

Notice the screen generates a warning message advising you to verify the Vendor Delivery Number has been entered correctly before generating the OR transaction: **'EC24W PLEASE VERIFY VEN DEL NUMBER'**.

(In production, if no further changes are necessary, you would be ready to generate the transaction by entering an ACTION: S and a 'Y' in the READY TO GENERATE: field. Do not do this during our Case Study.)

#### 4. Modify A Prefill Quantity Received Line on OREG

Even though you chose to prefill, you may change the value of specific **QUANTITY RECEIVED** line items as appropriate by overwriting the field.

First, scan in the document by entering an **ACTION: S** and the **REF ORDER ID**.

Next, be certain to blank out the 'Y' populating the **PREFILL QTY REC'D** field.

Now <Tab> to the head of the **QUANTITY RECEIVED** field for the line you wish to change.

First, overwrite any prefilled **QUANTITY RECEIVED** data you wish to change by blanking out the prefill amount populating the line.

Next, enter the whole number you wish to receipt and any values required in the **QUANTITY RETURNED** and **SUB** fields. The system will accept whole digits with or without the decimal.

Finally, enter an **ACTION: C** to record the changes.

Note on the previous screen that when using the prefill option, the **QUANTITY RETURNED** field populates with zeros and the **SUB** field is empty for all lines. We will address recording values for these fields in the next case.



## 5. Error Message When Prefill Field is Populated During ACTION: C

It is important that you remember to blank out the 'Y' populating the **PREFILL QTY REC'D (Y/N)**: field before you attempt to change any field through **ACTION: C**.

Failure to blank out the 'Y' will result in an error message: **'ORE6E - PREFILL NOT ALLOWED WITH CHG'**.

ACTION: M SCREEN: OREG M M A R S MM/DD/YY HH:MM:SS  
 ORDER RECEIPT SELECTION GENERATION TABLE  
 KEY IS REF ORDER ID, CATALOG NUMBER  
 READY TO GENERATE "OR" DOCUMENT:

REF ORDER ID: PG FUN 10003213213 OR DOC ID: OR FUN 10001234567  
 PREFILL QTY REC'D (Y/N): Y DATE RECEIVED: MM DD YY  
 REC'D BY: JQD CARRIER CODE:  
 VENDOR DELIVERY #: ABC123 VENDOR CODE: 042896127 0162  
 VENDOR NAME: OFFICE SUPPLIES INC.  
 CARRIER NAME:

PO LN	QUANTITY RECEIVED	CATALOG NUMBER	QUANTITY RETURNED	S U B	ORDERED BALANCE	ORDERED QUANTITY	CATALOG DESCRIPTION
001	10.00	A111R	0.00		10.00	10.00	FLDR STR CUT
002 6		B400BK	0.00		10.00	10.00	STAPLER HALF
003	10.00	G600	0.00		10.00	10.00	REMOVER STAP
004	10.00	R330YE	0.00		10.00	10.00	POST-IT 3X3

~~H--EC24W PLEASE VERIFY VEN DEL NUMBER~~ H--S011W CARRIER CODE IS BLANK  
 H--ORE6E PREFILL NOT ALLOWED WITH CHG A 01-\*L017 REJECT DUE TO HEADER ERROR

## 6. Generate the OR Transaction

Once you confirm all your data is correct, generate the OR by entering:

**ACTION: S**

**READY TO GENERATE "OR" DOCUMENT: Y**

ACTION: S SCREEN: OREG M M A R S MM/DD/YY HH:MM:SS  
 ORDER RECEIPT SELECTION GENERATION TABLE  
 KEY IS REF ORDER ID, CATALOG NUMBER  
 READY TO GENERATE "OR" DOCUMENT: Y

REF ORDER ID: PG FUN 10003213213 OR DOC ID: OR FUN 10001234567  
 PREFILL QTY REC'D (Y/N): DATE RECEIVED: MM DD YY  
 REC'D BY: JQD CARRIER CODE:  
 VENDOR DELIVERY #: ABC123 VENDOR CODE: 042896127 0162  
 VENDOR NAME: OFFICE SUPPLIES INC.  
 CARRIER NAME:

PO LN	QUANTITY RECEIVED	CATALOG NUMBER	QUANTITY RETURNED	S U B	ORDERED BALANCE	ORDERED QUANTITY	CATALOG DESCRIPTION
001	10.00	A111R	0.00		10.00	10.00	FLDR STR CUT
002	6.00	B400BK	0.00		10.00	10.00	STAPLER HALF
003	10.00	G600	0.00		10.00	10.00	REMOVER STAP
004	10.00	R330YE	0.00		10.00	10.00	POST-IT 3X3

H--EC24W PLEASE VERIFY VEN DEL NUMBER H--S011W CARRIER CODE IS BLANK

Press <Enter>.

An OR shell appears on the screen in a HELD status.

### OR Transaction Header Screen

FUNCTION:	DOCID: OR FUN 1000 1234567	MM/DD/YY HH:MM:SS
H-	BATID:	STATUS: HELD
	ORDER RECEIPT DOCUMENT	
TRANSACTION DATE: MM DD YY		ACTION: E
REF ORDER ID: PG FUN 10003213213		
VENDOR DELIVERY #: ABC123		
REC'D BY: JQD		DATE RECEIVED: MM DD YY
VENDOR CODE: 042896127 0162		
NAME: OFFICE SUPPLIES INC.		
ADDRESS:		
90 CAMBRIDGE ST.		
CHARLESTOWN	MA	02129
CARRIER CODE:		TOTAL QTY REC: 00000000003600
CARRIER NAME:		CALC QTY REC:
COMMENTS:		CALC TOT RET:
		CALC TOT ACC:

All empty positions in quantity fields will populate with zeros.

Once you edit (ED) the document, the quantities will populate as a whole number in decimal format.

The screens following show the lines after editing.

### OR Transaction Line 001

FUNCTION:	DOCID: OR FUN 1000 1234567	MM/DD/YY HH:MM:SS
01- 001-001 OF 004	BATID:	STATUS: SCHED
LINE NUMBER: 001		REF PO LINE: 001
CATALOG NUMBER: A111R		
COMMODITY CODE: 620 45 05 0005	SERVICE CODE:	
QTY ORDERED: 10.00	UNIT: EA	
QTY BALANCE: 10.00		
QTY RECEIVED: 10.00	I/D: I	P/F:
QTY RETURNED: 0.00	I/D: I	
SUB:	TEXT:	
DESCRIPTION:		

Note: The Quantity Exception fields have been removed and the SUB field has been added.

**OR Transaction Line 002**

FUNCTION:	DOCID: OR OSD 1000 0000116	MM/DD/YY HH:MM:SS
002-002 OF 004	BATID:	STATUS: SCHED
01-		
LINE NUMBER: 002	REF PO LINE: 002	
CATALOG NUMBER: B400BK		
COMMODITY CODE: 620 45 05 0005	SERVICE CODE:	
QTY ORDERED:	UNIT: EA	
QTY BALANCE:		
QTY RECEIVED: 6.00	I/D: I	P/F:
QTY RETURNED: 0.00	I/D: I	
SUB:	TEXT:	
DESCRIPTION:		

**OR Transaction line 003**

FUNCTION:	DOCID: OR FUN 1000 1234567	MM/DD/YY HH:MM:SS
003-003 OF 004	BATID:	STATUS: SCHED
01-		
LINE NUMBER: 003	REF PO LINE: 003	
CATALOG NUMBER: G600		
COMMODITY CODE: 620 45 05 0005	SERVICE CODE:	
QTY ORDERED: 10.00	UNIT: EA	
QTY BALANCE: 10.00		
QTY RECEIVED: 10.00	I/D: I	P/F:
QTY RETURNED: 0.00	I/D: I	
SUB:	TEXT:	
DESCRIPTION:		

**OR Transaction line 004**

FUNCTION:	DOCID: OR OSD 1000 1234567	MM/DD/YY HH:MM:SS
004-004 OF 004	BATID:	STATUS: SCHED
01-		
LINE NUMBER: 004	REF PO LINE: 004	
CATALOG NUMBER: R330YE		
COMMODITY CODE: 620 45 05 0005	SERVICE CODE:	
QTY ORDERED: 10.00	UNIT: EA	
QTY BALANCE: 10.00		
QTY RECEIVED: 10.00	I/D: I	P/F:
QTY RETURNED: 0.00	I/D: I	
SUB:	TEXT:	
DESCRIPTION:		



Process the OR to a DONE status.

The OR document, shown below, is in a DONE status on SUSF.

### Order Receipt Document (OR)

FUNCTION:	DOCID: OR FUN 1000 1234567	MM/DD/YY HH:MM:SS
H-	BATID:	STATUS: DONE
	ORDER RECEIPT DOCUMENT	
TRANSACTION DATE: MM DD YY		ACTION: E
REF PO ID: PG FUN 10003213213		
VENDOR DELIVERY #: ABC123		
RECEIVED BY: JQD		RECEIPT DATE: MM DD YY
VENDOR CODE: 042896127 0162		
NAME: OFFICE SUPPLIES INC		
ADDRESS:		
90 CAMBRIDGE ST		
CHARLESTOWN	MA	02129
CARRIER CODE:	TOTAL QTY REC:	36.00
CARRIER NAME:	CALC QTY REC:	36.00
COMMENTS:	CALC TOT RET:	0.00
	CALC TOT ACC:	36.00
A--*HS60-DOCUMENT MARKED FOR READ ONLY H--S011W-CARRIER CODE IS BLANK		

Enter **FUNCTION: FD** to exit the document.



## 7. Cancel OR Document Using ACTION: X on SUSF

Assume the **VENDOR DELIVERY #** on the DONE OR above was entered incorrectly.

If the error is discovered while the document appears on the Suspense File, access the OR using a Batch Number. If the error is discovered after the document has left the Suspense File, simply access it by entering the OR Document ID.

FUNCTION:	DOCID: OR FUN 1000 1234567	MM/DD/YY HH:MM:SS
H-	BATID:	STATUS:
	ORDER RECEIPT DOCUMENT	
TRANSACTION DATE:		ACTION:
REF PO ID:		
VENDOR DELIVERY #:		
RECEIVED BY:		RECEIPT DATE:
VENDOR CODE:		
NAME:		
ADDRESS:		
CARRIER CODE:	TOTAL QTY REC:	
CARRIER NAME:	CALC QTY REC:	
COMMENTS:	CALC TOT RET:	
	CALC TOT ACC:	

Once you reach the OR Document screen above, **CANCEL** the OR using the new ACTION: X functionality.

Enter today's date in the **TRANSACTION DATE:** field

Enter **ACTION: X** to cancel

Press <Enter>

You will be brought to an empty 000 - 000 of 000 line screen.

FUNCTION:	DOCID: OR DMR 1000 JMTEST2	MM/DD/YY HH:MM:SS
000-000 OF 000	BATID: OR DMR 333333	STATUS:
01-		
LINE NUMBER:	REF PO LINE:	
CATALOG NUMBER:		
COMMODITY CODE:	SERVICE CODE:	
QTY ORDERED:	UNIT:	
QTY BALANCE:		
QTY RECEIVED:	I/D:	P/F:
QTY RETURNED:	I/D:	
SUB:	TEXT:	
DESCRIPTION:		

Edit the document using FUNCTION: ED.

The system will generate a warning message: 'EC25W - CHECK REF ORDER ID'.

FUNCTION:	DOCID: OR FUN 1000 1234567	MM/DD/YY HH:MM:SS
H-	BATID:	STATUS: SCHED
	ORDER RECEIPT DOCUMENT	
TRANSACTION DATE: MM DD YY	ACTION: X	
REF PO ID: PG FUN 10003213213		
VENDOR DELIVERY #: ABC123		
RECEIVED BY: ABC	RECEIPT DATE: MM DD YY	
VENDOR CODE: 042896127 0162		
NAME: OFFICE SUPPLIES INC.		
ADDRESS:		
90 CAMBRIDGE ST.		
CHARLESTOWN	MA 02129	
CARRIER CODE:	TOTAL QTY REC:	-36.00
CARRIER NAME:	CALC QTY REC:	-36.00
COMMENTS:	CALC TOT RET:	0.00
	CALC TOT ACC:	-36.00
H--EC25W-CHECK REF ORDER ID		

You should verify that you are canceling the correct document (a Vendor Delivery # error) before processing it to DONE.

Once you verify the document should be canceled, press <Enter>.

**Two-Way-OR:**

You can not use a Vendor Delivery # twice under any circumstance under the Two-Way-OR Match. It will reject as a duplicate on the PV.

## 8. Process the Canceled OR to DONE

An OR screen should appear with an ACTION: 'X' and BATCH DOC ID # generated by the system. The quantities will appear with negative signs indicating the cancellation.

### Order Receipt Document (OR)

FUNCTION:	DOCID: OR FUN 1000 1234567	MM/DD/YY HH:MM:SS
H-	BATID: ORDER RECEIPT DOCUMENT	STATUS:
TRANSACTION DATE: MM DD YY		ACTION: X
REF PO ID: PG FUN 10003213213		
VENDOR DELIVERY #: ABC123		
RECEIVED BY: JQD		RECEIPT DATE: MM DD YY
VENDOR CODE: 042896127 0162		
NAME: OFFICE SUPPLIES INC.		
ADDRESS:		
90 CAMBRIDGE ST.		
CHARLESTOWN MA 02129		
CARRIER CODE:	TOTAL QTY REC:	-36.00
CARRIER NAME:	CALC QTY REC:	-36.00
COMMENTS:	CALC TOT RET:	0.00
	CALC TOT ACC:	-36.00
H--EC25W-CHECK REF ORDER ID		

Enter **FUNCTION: ED** to edit the document, and press <Enter>.

Enter **FUNCTION: WD** to process on-line, and press <Enter>.

Once the OR is DONE, all related tables will be adjusted to zero-out the lines.

Take screen prints in order to notify the vendor and provide an audit trail for your department.

Note that in the event you move to the line screen before bringing the document to a DONE status, the counter reads 000 - 000 of 000 LINES.

This is because no modifications to the line are allowed in a cancellation.

Any erroneous line entries made during the ACTION: X must be deleted using FUNCTION: DL before processing the cancellation to DONE.



## 9. Verify Cancellation in PROM Table

Go To the PROM screen to verify that the PROM STAT field shows the inactive status 'I'.

Your screen should look like the screen below.

ACTION: R    SCREEN: PROM		M M A R S		MM/DD/YY HH:MM:SS	
*** PROCUREMENT MATCH TABLE ***					
KEY IS PURCHASE ORDER ID, VENDOR DELIVERY NUMBER					
PURCHASE ORDER ID: PG FUN 10003213213					
VENDOR DELIVERY NUMBER		VENDOR INVOICE NUMBER		RECEIPT TRANS ID	PROM IND    PROM STAT
-----		-----		-----	-----
01- ABC123				OR FUN 10001234567	R    I
02-					
03-					
04-					
05-					
06-					
07-					
08-					
09-					
10-					
11-					
02-*L009 HEADER CHANGE					

Note: The PROM IND of 'R' indicates a Two-Way-OR Match. The PROM STAT of 'I' indicates it is inactive because the OR has been zeroed out.

If you try to cancel an OR once a PV has been generated, that is the PROM STAT has gone to CLOSED (C), an error will be generated: 'H--EC37E-CANT' CANCEL OR - PV EXISTS'.



Your ORHV and ORLV Tables should look similar to the tables below.

### Open Order Receipt Header Table by Vendor Delivery Number (ORHV)

```
ACTION: R  SCREEN: ORHV          M M A R S          MM/DD/YY HH:MM:SS
*** OPEN RECEIPT HEADER TABLE BY VENDOR DELIVERY # TABLE ***
KEY IS VENDOR DELIVERY NUMBER, TRANSACTION ID

01-
  VENDOR DEL #: ABC123          TRANSACTION ID: OR FUN 10001234567
  VENDOR-CODE: 042934647 0018   TRANSACTION DATE: MM DD YY
  REF PO ID: PG FUN 10003213213
  RECEIPT DATE: MM DD YY       RECEIVED BY: JQD
  PROM STATUS: I
  CARRIER #/NAME:

TOTAL RECEIVED:      0.00
TOTAL RETURNED:      0.00
TOTAL ACCEPTED:      0.00
```

### Open Order Receipt Line Table (ORLV)

```
ACTION: R  SCREEN: ORLV          M M A R S          MM/DD/YY HH:MM:SS
*** OPEN ORDER RECEIPT LINE TABLE ***
KEY IS VENDOR DELIVERY NUMBER, TRANSACTION ID, LINE NUMBER

01-
  VENDOR DEL NUM: ABC123
  TRANSACTION ID: OR FUN 10001234567
  LINE NUMBER: 001

  REF PO LINE: 001
  CATALOG NUMBER: A111R          SUB:
  DESCRIPTION: FLDR STR CUT LGL REC
  COMMODITY CODE: 62045050005   SERVICE CODE:
  UNIT: BX                      TEXT IND:

  QTY RECEIVED:      0.00          P/F IND: P
  QTY RETURNED:      0.00
```

The following OPOH, OPOL, and OPOC tables show the affects of the cancellation.

### Open Purchase Order Header (OPOH)

ACTION: R		SCREEN: OPOH		M M A R S		MM/DD/YY HH:MM:SS	
OPEN EPS PO HEADER TABLE							
KEY IS TRANS CODE, TRANS DEPT, PO NUMBER							
01-							
TRANS CODE: PG		TRANS DEPT: FUN		PO NUMBER: 10003213213			
DATE: MM DD YY				BUYER:			
VENDOR CODE: 042657526		ALT ADDR: 0001		VORD AC:			
NAME: OFFICE SUPPLIES INC.							
ADDRESS: 90 CAMBRIDGE ST				ORDER TYPE:			
				CONF ORDER:			
CHARLESTOWN		MA 021290000		PA #: 850820200			
VCONTACT:				PROM IND: R			
PCONTACT:				PHONE #: ( 617 ) 973 - 9999 X			
SHIP DPT/CODE: FUN 1000				FOB DEST/SHPG PT:			
SHIP ATTN:				DELIVERY DATE: MM DD YY			
BILL DPT/CODE: FUN 1000				OFF RESERVE ACCT:			
BILL ATTN:				TRANSMISSION METHOD: E			
ORDERED AMT: 109.80				EXPENDED AMT:		0.00	
CLOSED AMT: 0.00				CLOSED DATE:			
OUTSTDNG AMT: 109.80				PO HOLD:			
RECEIVED AMT: 0.00				LAST PRINT DATE:			
INVOICED AMT: 0.00		QUOTE #:					

Note: This example shows a PROM IND of 'R,' indicating a Two-Way-OR Match. This field comes from the PROM IND on the TPIN table.

### Open EPS PO Line (OPOL)

ACTION: R		SCREEN: OPOL		M M A R S		MM/DD/YY HH:MM:SS	
OPEN EPS PO LINE TABLE							
KEY IS TRANS CODE, TRANS DEPT, TRANS NUMBER, LINE NUMBER							
TRANS CODE: PG TRANS DEPT: FUN TRANS NUMBER: 10003213213							
LINE NO: 01							
BUDGET FY: 98		FUND: 010		DEPT: FUN		ORG/SUB: 1000	
APPR/SUB: ED111111 EE		PROG:		OBJ/SUB: E01		REPT CAT:	
GEN REPT CAT:				CLIENT NUMBER:			
ACTIVITY:				PROJECT NUMBER:			
PO LINE AMOUNT: 109.80		CLOSED LINE AMOUNT: 0.00					
EXPENDED AMOUNT: 0.00		OUTSTANDING AMOUNT: 109.80					
REF DOCUMENT ID:		REF DOC CLOSED AMT: 0.00					
LINE NO:							
BUDGET FY:		FUND:		DEPT:		ORG/SUB:	
APPR/SUB:		PROG:		OBJ/SUB:		REPT CAT:	
GEN REPT CAT:				CLIENT NUMBER:			
ACTIVITY:				PROJECT NUMBER:			
PO LINE AMOUNT:		CLOSED LINE AMOUNT:					
EXPENDED AMOUNT:		OUTSTANDING AMOUNT:					
REF DOCUMENT ID:		REF DOC CLOSED AMT:					
02-*L009 HEADER CHANGE							

NOTE: There is one accounting line on this EDI encumbrance. There are four commodity lines as shown on following OPOC screens.

**Open PO Commodity Line (OPOC) 001**

ACTION: R SCREEN: OPOC M M A R S MM/DD/YY HH:MM:SS  
OPEN PO COMM LINE TABLE  
KEY IS TRANS CODE, TRANS DEPT, TRANS NUMBER, LINE NUMBER

TRANS CODE: PG TRANS DEPT: FUN TRANS NUMBER: 1000 3213213  
01- LINE NO: 001 COMM CODE: 620 45 05 0005 PA LINE #: INV ITEM #:  
DESCR: FLDR STR CUT LGL REC  
ORDERED QUANTITY: 10 UNIT: BX CATALOG #: A111R  
MANUFACTURER: ACCO  
MODEL: FEATURE CODE: 9  
QUOTE NUMBER:

UNIT COST: 1.8200 TOTAL COST: 18.20  
RECEIVED QUANTITY: 0 SPEC COND: P/F: P TOTAL RECD: 0.00  
INVOICED QUANTITY: 0 SPEC COND: P/F: P TOTAL INVD: 0.00  
LAST UNIT COST: 0.0000 TEXT: SBS IND: N  
BID NUMBER: BID SUFFIX: BID LINE:

**Open PO Commodity Line (OPOC) 002**

ACTION: R SCREEN: OPOC M M A R S MM/DD/YY HH:MM:SS  
OPEN PO COMM LINE TABLE  
KEY IS TRANS CODE, TRANS DEPT, TRANS NUMBER, LINE NUMBER

TRANS CODE: PG TRANS DEPT: FUN TRANS NUMBER: 1000 3213213  
01- LINE NO: 002 COMM CODE: 620 45 05 0005 PA LINE #: INV ITEM #:  
DESCR: STAPLER HALF STRIP B  
ORDERED QUANTITY: 10 UNIT: EA CATALOG #: B400BK  
MANUFACTURER: ACCO  
MODEL: FEATURE CODE: 9  
QUOTE NUMBER:

UNIT COST: 1.9200 TOTAL COST: 19.20  
RECEIVED QUANTITY: 0 SPEC COND: P/F: P TOTAL RECD: 0.00  
INVOICED QUANTITY: 0 SPEC COND: P/F: P TOTAL INVD: 0.00  
LAST UNIT COST: 0.0000 TEXT: SBS IND: N  
BID NUMBER: BID SUFFIX: BID LINE:

## Open PO Commodity Line (OPOC) 003

```

ACTION: R  SCREEN: OPOC          M M A R S          MM/DD/YY HH:MM:SS
OPEN PO COMM LINE TABLE
KEY IS TRANS CODE, TRANS DEPT, TRANS NUMBER, LINE NUMBER

TRANS CODE: PG      TRANS DEPT: FUN      TRANS NUMBER: 1000 3213213
01-  LINE NO: 003  COMM CODE: 600 45 05 0005  PA LINE #:      INV ITEM #:
      DESCR: REMOVER 050 STAPLE
      ORDERED QUANTITY: 10    UNIT: EA    CATALOG #: G600
      MANUFACTURER: ACCO
      MODEL:
      QUOTE NUMBER:
      UNIT COST: 4.0700  TOTAL COST: 40.70
      RECEIVED QUANTITY: 0  SPEC COND: P/F: P  TOTAL RECD: 0.00
      INVOICED QUANTITY: 0  SPEC COND: P/F: P  TOTAL INVD: 0.00
      LAST UNIT COST: 0.0000  TEXT: SBS IND: N
      BID NUMBER:      BID SUFFIX:      BID LINE:

```

## Open PO Commodity Line (OPOC) 004

```

ACTION: R  SCREEN: OPOC          M M A R S          MM/DD/YY HH:MM:SS
OPEN PO COMM LINE TABLE
KEY IS TRANS CODE, TRANS DEPT, TRANS NUMBER, LINE NUMBER

TRANS CODE: PD      TRANS DEPT: FUN      TRANS NUMBER: 1000 3213213
01-  LINE NO: 004  COMM CODE: 620 45 05 0005  PA LINE #:      INV ITEM #:
      DESCR: POST-IT 3X3 FANFOLD
      ORDERED QUANTITY: 10    UNIT: EA    CATALOG #: R330YE
      MANUFACTURER: ACCO
      MODEL:
      QUOTE NUMBER:
      UNIT COST: 1.6900  TOTAL COST: 16.90
      RECEIVED QUANTITY: 0  SPEC COND: P/F: P  TOTAL RECD: 0.00
      INVOICED QUANTITY: 0  SPEC COND: P/F: P  TOTAL INVD: 0.00
      LAST UNIT COST: 0.0000  TEXT: SBS IND: N
      BID NUMBER:      BID SUFFIX:      BID LINE:

```

NOTE: This PG has 4 commodity or catalog lines even though there is only one accounting line, as shown on the OPOL on the previous page.



## 10. Modifying An Inactive OR Transaction

Let's assume the original VD# was correct, and the OR should have been processed to DONE as originally entered.

You can retrieve the OR transaction to execute a modification through SUSF as you have always done. Increase each of the line items from zero to the correct QUANTITY RECEIVED and enter an 'I' in the Increase/Decrease (I/D) field.

Once you process the OR modification and bring the document to a DONE status, the PROM status will change from 'I' for Inactive to 'O' for Open.

### Procurement Match (PROM) Table

ACTION: R SCREEN: PROM

M M A R S

MM/DD/YY HH:MM:SS

\*\*\* PROCUREMENT MATCH TABLE \*\*\*

KEY IS PURCHASE ORDER ID, VENDOR DELIVERY NUMBER

PURCHASE ORDER ID: PG FUN 10003213213

VENDOR DELIVERY NUMBER	VENDOR INVOICE NUMBER	RECEIPT TRANS ID	PROM IND	PROM STAT
01- ABC123		OR FUN 10001234567	R	O
02-				
03-				
04-				
05-				
06-				
07-				
08-				
09-				
10-				
11-				

02-\*L009 HEADER CHANGE



<b>Case Study:        #3</b>
------------------------------

**Objectives:**     **Process a PG, and confirm receipt and acceptance of substituted items in a Three-Way Match using OREG.**  
                       **Process a modification of the OR using SUSF.**

### 1.        **Enter a PG Encumbrance**

Using the VCAC screen, enter a PG with five (5) different catalog items for an EDI vendor governed by the Three-Way Match. Enter a quantity of ten (10) on each line. Then, complete the PG header with a single accounting line using the following information:

FUNCTION:	ED
PG DATE:	10/15/97
SHIP TO:	NEW 1000
BILL TO:	NEW 1000
DELIVERY DATE:	10/20/97
LN:	001-005
DPT:	NEW
APPROP:	EDI11111
SUB:	EE
ORG:	E01
OBJ/SB:	1000
LINE AMOUNT	DOC TOTAL amount from HEADER

Data on the PG document header should look similar to that in the screen below.

### **Price Agreement (PG) Document Header Screen**

FUNCTION:	DOCID: PG NEW 1000 1234567	MM/DD/YY HHY:MM:SS
	BATID:	STATUS: DONE
	PRICE AGREEMENT DOCUMENT	
PG DATE: 10 15 97 ACCTG PD:	BUDGET FY: 98	ACTION: E PA #: B50820100
VENDOR: 042896127 0162 VORD AC:	SHIP TO: NEW 1000	
NAME: OFFICE SUPPLIES, INC		
ADDR:	ATTN:	
90 CAMBRIDGE ST	BILL TO: NEW 1000	
CHARLESTOWN MA 020290000		
VCONTACT:	ATTN:	
PCONTACT:	TELEPHONE #:	( 617 ) 973 - 9999 X
DELIVERY DATE: MM DD YY FOB:	TYPE: CONF ORD:	DOC TOTAL: 114.20
QUOTE #:		
***** ACCOUNTING DATA *****		
LN DPT APPROP SB ORG/SB OBJ/SB PROG TY PRJ/CL/GRC ACTV RPTG	LINE AMOUNT I/D	
-----		
01 NEW EDI111111 EE 1000 E01	114.20	

Data on the PG document line should look similar to that in the screen below.

### Price Agreement (PG) Document Line Screen 001 - 002

FUNCTION:		DOCID: PG NEW 1000 1234567		MM/DD/YY HH:MM:SS	
001-002 OF 005		BATID:		STATUS: DONE	
LN	PA LN	QTY	I/D UNIT	COMMODITY CODE	ITM CATALOG NUMBER
-----					
UNIT COST		I/D REVALUE	TOTAL COST		QUOTE NUMBER
-----					
MANUFACTURER			MODEL		FC TEXT
-----					
DESCRIPTION					SBS IND
-----					
01-	001 10390	10 I	EA	620 10 46 0040	E372
	1.1400	I		11.40	
GLUE ELMERS					
02-	002 30000	10 I	EA	620 05 01 9999	CC-L01
	4.7300	I		47.30	
OPENER LO-9 LETTER					

### Price Agreement (PG) Document Line Screen 003 - 004

FUNCTION:		DOCID: PG NEW 1000 1234567		MM/DD/YY HH:MM:SS	
003-004 OF 005		BATID:		STATUS: DONE	
LN	PA LN	QTY	I/D UNIT	COMMODITY CODE	ITM CATALOG NUMBER
-----					
UNIT COST		I/D REVALUE	TOTAL COST		QUOTE NUMBER
-----					
MANUFACTURER			MODEL		FC TEXT
-----					
DESCRIPTION					SBS IND
-----					
01-	002 10390	10 I	EA	620 10 46 0040	H127
	1.9000	I		19.00	
DISPENSER HAND					
02-	003 30000	10 I	EA	620 05 01 9999	TX1202
	2.6500	I		26.50	
PADS INK-A WAY HAND					

## Price Agreement (PG) Document Line Screen 005

```

FUNCTION:                DOCID: PG NEW 1000 1234567                MM/DD/YY HH:MM:SS
                        005-005 OF 005  BATID:                STATUS: DONE
LN  PA LN  QTY  I/D UNIT COMMODITY CODE ITM CATALOG NUMBER
-----
UNIT COST      I/D REVALUE    TOTAL COST                QUOTE NUMBER
-----
MANUFACTURER                MODEL                        FC TEXT
-----
                        DESCRIPTION                        SBS IND
-----
01- 005 10390    10  I  EA   620 10 46 0040    CC16-1
      1.0000  I                        10.00

BAND RUBBER 56416
02-

```

Process the PG to DONE. Information is now on the OPOH, OPOC, and OPOL tables. Your data should appear similar to that on the following screens.

## Open Purchase Order Header Inquiry Table (OPOH)

```

ACTION: R  SCREEN: OPOH                M M A R S                MM/DD/YY HH:MM:SS
OPEN EPS PO HEADER TABLE
KEY IS TRANS CODE, TRANS DEPT, PO NUMBER
01-
    TRANS CODE: PG                TRANS DEPT: NEW                PO NUMBER: 10001234567
    DATE: 10 15 97                BUYER:
    VENDOR CODE: 042896127 0162 ALT ADDR:                VORD AC:
    NAME: OFFICE SUPPLIES, INC
    ADDRESS:
        90 CAMBRIDGE ST
        CHARLESTOWN  MA  020290000
    ORDER TYPE:
    CONF ORDER: Y
    PA #: B50820200
    PROM IND: A
    PHONE #: ( 617 ) 973 9999 X
    SHIP DPT/CODE: NEW 1000                FOB DEST/SHPG PT: 1
    SHIP ATTN:                DELIVERY DATE: 10 20 97
    BILL DPT/CODE: NEW 1000                OFF RESERVE ACCT:
    BILL ATTN:                TRANSMISSION METHOD: E
    ORDERED AMT:                114.20                EXPENDED AMOUNT:                0.00
    CLOSED AMT:                0.00                CLOSED DATE:
    OUTSTNG AMT:                114.20                PO HOLD:
    RECEIVED AMT:                0.00                LAST PRINT DATE:
    INVOICED AMT:                0.00  QUOTE #:

```

Note: **PROM IND** of 'A' on the OPOH table above indicates a Three-Way Match.



## Open Purchase Order Line Inquiry Table (OPOL)

```

ACTION: R  SCREEN: OPOL          M M A R S          MM/DD/YY HH:MM:SS
OPEN EPS PO LINE TABLE
KEY IS TRANS CODE, TRANS DEPT, TRANS NUMBER, LINE NUMBER
TRANS CODE: PG  TRANS DEPT: NEW  TRANS NUMBER: 10001234567

LINE NO: 01
  BUDGET FY: 98      FUND: 010      DEPT: NEW      ORG/SUB: 1000
  APPR/SUB: EDI111111  PROG:      OBJ/SUB: E01    REPT CAT:
GEN REPT CAT:      CLIENT NUMBER:
                   PROJECT NUMBER:
  PO LINE AMOUNT:    114.20  CLOSED LINE AMOUNT:      0.00
  EXPENDED AMOUNT:   0.00   OUTSTANDING AMOUNT:      114.20
REF DOCUMENT ID:      REF DOC CLOSED AMT:      0.00

LINE NO:
  BUDGET FY:      FUND:      DEPT:      ORG/SUB:
  APPR/SUB:      PROG:      OBJ/SUB:    REPT CAT:
GEN REPT CAT:      CLIENT NUMBER:
                   PROJECT NUMBER:
  PO LINE AMOUNT:      CLOSED LINE AMOUNT:
  EXPENDED AMOUNT:      OUTSTANDING AMOUNT:
REF DOCUMENT ID:      REF DOC CLOSED AMT:

02-*L009 HEADER CHANGE

```

## Open Purchase Order Commodity Line Table (OPOC) 001

```

ACTION: R  SCREEN: OPOC          M M A R S          MM/DD/YY HH:MM:SS
OPEN PO COMM LINE TABLE
KEY IS TRANS CODE, TRANS DEPT, TRANS NUMBER, LINE NUMBER

TRANS CODE: PG      TRANS DEPT: NEW      TRANS NUMBER: 10001234567
01- LINE NO: 001  COMM CODE: 620 10 46 0040  PA LINE #: 10390  INV ITEM #:
  DESCR: GLUE ELMERS
  ORDERED QUANTITY: 10  UNIT: EA  CATALOG #: E372
  MANUFACTURER:
  MODEL:
  QUOTE NUMBER:
  UNIT COST: 11.40  TOTAL COST: 11.40
  RECEIVED QUANTITY: 10  SPEC COND: P/F: F  TOTAL RECD: 0.00
  INVOICED QUANTITY: 0  SPEC COND: P/F:  TOTAL INVD: 0.00
  LAST UNIT COST: 0.0000  TEXT: SBS IND: N
  BID NUMBER:  BID SUFFIX:  BID LINE:

```

## 2. Enter the OR Data through OREG.

Using the OREG table, scan the PG number into the REF ORDER ID field to infer the data from the open order tables, OPOH and OPOC.

ACTION: R		SCREEN: OREG		M M A R S		MM/DD/YY HH:MM:SS	
ORDER RECEIPT SELECTION GENERATION TABLE							
KEY IS REF ORDER ID, CATALOG NUMBER							
READY TO GENERATE "OR" DOCUMENT:							
REF ORDER ID: PG NEW 10001234567				OR DOC ID: OR NEW 1000			
PREFILL QTY REC'D (Y/N):				DATE RECEIVED:			
REC'D BY:				CARRIER CODE:			
VENDOR DELIVERY #:				VENDOR CODE: 042896127 0162			
VENDOR NAME: OFFICE SUPPLIES INC.							
CARRIER NAME:							
PO				S			
LN	QUANTITY	CATALOG	QUANTITY	U	ORDERED	ORDERED	CATALOG
NO	RECEIVED	NUMBER	RETURNED	B	BALANCE	QUANTITY	DESCRIPTION
001	0.00	E372	0.00		10.00	10.00	GLUE ELMERS
002	0.00	CC-LO1	0.00		10.00	10.00	OPENER LO-9
003	0.00	H127	0.00		10.00	10.00	DISPENSER
004	0.00	TX1202	0.00		10.00	10.00	INK PADS
005	0.00	CC-161	0.00		10.00	10.00	BAND RUBBER
06-*L009 HEADER CHANGE							

Use the data below to populate the required header fields:

**OR DOC ID: OR NEW 1000**

# or seven character alpha-numeric code

**DATE RECEIVED:**

10/20/97

**REC'D BY:**

Your Name or Initials

**VENDOR DELIVERY #:**

XYZ789

Receipt any quantity for each of the first four lines of the PG being sure to first blank out the zero quantities which populate the QUANTITY RECEIVED field.

Additionally, for line 001 use the <Tab> to navigate to the SUB field, and enter a 'Y', indicating an approved substitute was received. This will allow the vendor to transmit an invoice for an item with an unmatched Catalog Number without causing a rejection in the procurement match cycle.

On line 002, enter the quantity received in the QUANTITY RETURNED field indicating it is being refused. Enter an 'N' in the SUB field indicating a substituted item was received but is not approved. This will cause a rejection if the vendor invoices a Catalog Number which does not match the PG.

Keep the SUB fields blank the on third and fourth lines indicating originally ordered items were received.



Enter an ACTION: A and press <Enter>.

Your screen should appear similar to those show below.

### Order Receipt Generation Table (OREG)

ACTION: A SCREEN: OREG M M A R S MM/DD/YY HH:MM:SS

ORDER RECEIPT SELECTION GENERATION TABLE  
KEY IS REF ORDER ID, CATALOG NUMBER  
READY TO GENERATE "OR" DOCUMENT:

REF ORDER ID: PG NEW 1000 1234567 OR DOC ID: OR NEW 1000 7654321  
PREFILL QTY REC'D (Y/N): DATE RECEIVED: 10 20 97  
REC'D BY: JQD CARRIER CODE:  
VENDOR DELIVERY #: XYZ789 VENDOR CODE: 042896127 0162  
VENDOR NAME: OFFICE SUPPLIES, INC  
CARRIER NAME:

PO LN	QUANTITY RECEIVED	CATALOG NUMBER	QUANTITY RETURNED	S U B	ORDERED BALANCE	ORDERED QUANTITY	CATALOG DESCRIPTION
001	5.00	E372	0.00	Y	10.00	10.00	GLUE ELMERS
002	10.00	CC-L01	10.00	N	10.00	10.00	OPENER LO-9
003	10.00	H127	0.00		10.00	10.00	DISPENSER
004	6.00	TX1202	0.00		10.00	10.00	INK-A-WAY
005	0.00	CC-161	0.00		10.00	10.00	BAND RUBBER

### 3. Generate the OR Transaction

Enter an **ACTION: S** on the OREG screen, and a 'Y' in the **READY TO GENERATE "OR" DOCUMENT** field.

Press <Enter>.

This will bring you to the OR shell. Enter a **FUNCTION: ED**.

Your screen should appear similar to the following screens.

#### Order Receipt (OR) Document Header Screen

FUNCTION:	DOCID: OR NEW 1000 7654321	MM/DD/YY HH:MM:SS
	BATID:	STATUS: EDIT
H-	ORDER RECEIPT DOCUMENT	
TRANSACTION DATE: MM DD YY		ACTION: E
REF ORDER ID: PG NEW 1000 1234567		
VENDOR DELIVERY #: XYZ789		
REC'D BY: JQD		DATE RECEIVED: 10 20 97
VENDOR CODE: 042896127 0162		
NAME: OFFICE SUPPLIES, INC		
ADDRESS:		
90 CAMBRIDGE ST		
CHARLESTOWN MA 02029		
CARRIER CODE:	TOTAL QTY REC:	31.00
CARRIER NAME:	CALC QTY REC:	31.00
COMMENTS:	CALC TOT RET:	10.00
	CALC TOT ACC:	21.00
H--EC24W-PLEASE VERIFY VEND DEL NUMBER		

**Order Receipt (OR) Document Line Screen 001**

FUNCTION:	DOCID: OR NEW 1000 7654321	MM/DD/YY HH:MM:SS
001-001 OF 004	BATID:	STATUS: EDIT
01-	LINE NUMBER: 001	REF PO LINE: 002
CATALOG NUMBER: CC-L01		
COMMODITY CODE: 620 05 01 9999		
QTY ORDERED:	10.00	SERVICE CODE:
QTY BALANCE:	10.00	UNIT: EA
QTY RECEIVED:	10.00 I/D:	P/F:
QTY RETURNED:	10.00 I/D: I	
SUB: N	TEXT:	
DESCRIPTION: OPENER LO-9		

Be advised that although OREG infers items from OPOC/OSCL in numerical order by REF PO NO, the OR LINE NUMBER is assigned to accepted items in alpha-numeric order by Catalog Number.

**This means that REF PO NO's do not always match up sequentially with OR LINE NUMBERS.**

In this Case Study, OR LINE NUMBER 001 is assigned to REF PO LINE 002 because the first accepted item is Catalog Number CC-L01.

**Order Receipt (OR) Document Line Screen 002**

FUNCTION:	DOCID: OR NEW 1000 7654321	MM/DD/YY HH:MM:SS
002-002 OF 004	BATID:	STATUS: EDIT
01-		
LINE NUMBER: 002	REF PO LINE: 001	
CATALOG NUMBER: E372		
COMMODITY CODE: 620 10 46 0040	SERVICE CODE:	
QTY ORDERED: 10.00	UNIT: EA	
QTY BALANCE: 10.00		
QTY RECEIVED: 5.00	I/D:	P/F:
QTY RETURNED: 0.00	I/D:	
SUB: Y	TEXT:	
DESCRIPTION: GLUE ELMERS		

REF PO NO 001 is assigned OR LINE NUMBER 002 since it is the second accepted item, Catalog Number E372.

**Order Receipt (OR) Document Line Screen 003**

FUNCTION:	DOCID: OR NEW 1000 7654321	MM/DD/YY HH:MM:SS
003-003 OF 004	BATID:	STATUS: EDIT
01-		
LINE NUMBER: 003	REF PO LINE: 003	
CATALOG NUMBER: H127		
COMMODITY CODE: 620 10 46 0040	SERVICE CODE:	
QTY ORDERED: 10.00	UNIT: EA	
QTY BALANCE: 10.00		
QTY RECEIVED: 10.00	I/D:	P/F:
QTY RETURNED: 0.00	I/D:	
SUB:	TEXT:	
DESCRIPTION: DISPENSER		

## Order Receipt (OR) Document Line Screen 004

FUNCTION:	004-004 OF 004	DOCID: OR NEW 1000 7654321	MM/DD/YY HH:MM:SS
01-	BATID:	STATUS: EDIT	
LINE NUMBER: 004	REF PO LINE: 004		
CATALOG NUMBER: TX1202			
COMMODITY CODE: 620 05 01 9999	SERVICE CODE:		
QTY ORDERED: 10.00	UNIT: EA		
QTY BALANCE: 10.00			
QTY RECEIVED: 6.00	I/D: I	P/F:	
QTY RETURNED: 0.00	I/D:		
SUB:	TEXT:		
DESCRIPTION: INK-A-WAY			

OR Lines 003 and 004 happen to parallel the sequence with the REF PO NO's.



#### 4. Document Substitution Activity in ORTX

For any item with a SUB status of 'Y' or 'N,' it is necessary to provide information in ORTX.

For items with a SUB status of 'N', you must document the delivery of an unacceptable or unauthorized substitute. Provide details explaining why the delivery is unacceptable, as well as instructions regarding resolution of the order for the vendor.

Go to OR Line Screen 001. Put a 'Y' in the TEXT field and a 'TX' in the FUNCTION field.

#### Order Receipt (OR) Document Line Screen

FUNCTION: TX	DOCID: OR NEW 1000 7654321	MM/DD/YY HH:MM:SS
001-001 OF 004	BATID:	STATUS: EDIT
01-		
LINE NUMBER: 001	REF PO LINE: 002	
CATALOG NUMBER: CC-L01		
COMMODITY CODE: 620 05 01 9999	SERVICE CODE:	
QTY ORDERED: 10.00	UNIT: EA	
QTY BALANCE: 10.00		
QTY RECEIVED: 10.00	I/D:	P/F:
QTY RETURNED: 10.00	I/D: I	
SUB: N	TEXT: Y	
DESCRIPTION: OPENER LO-9		

Press <Enter>. This will bring you to the ORTX table.

#### Order Receipt Text Table (ORTX)

ACTION: S	SCREEN: ORTX	M M A R S	MM/DD/YY HH:MM:SS
H-			
ORDER RECEIPT TEXT TABLE			
KEY IS ORDER RECEIPT ID, LINE NUMBER, TEXT LINE NUMBER			
ORDER RECEIPT ID: OR NEW 10007654321		LINE #:	
	TEXT	TEXT	LINE
	-----	-----	-----
01-			
02-			
03-			
04-			
05-			
06-			
07-			
08-			
09-			
10-			
11-			
12-			

Enter an ACTION: A on the ORTX Table, and '001' in the LINE # field.

Enter text in the table.

ACTION: A		SCREEN: ORTX		M M A R S		MM/DD/YY HH:MM:SS	
H-							
ORDER RECEIPT TEXT TABLE							
KEY IS ORDER RECEIPT ID, LINE NUMBER, TEXT LINE NUMBER							
ORDER RECEIPT ID: OR NEW 1000 7654321				LINE #: 001			
TEXT				TEXT			
-----				LINE			
-----				----			
01-	SUBSTITUTE #A-922 NOT COMPARABLE PROD.					0002	
02-	DELIVER ORIGI ITEM #CC-L01 OR ADVISE.					0004	
03-	PICK UP REFUSED ITEM ON NEXT DELIVERY.					0007	
04-							
05-							
06-							
07-							
08-							
09-							
10-							
11-							
12-							

Press <Enter> after text entry is complete for your OR line.

Repeat this procedure for line 002 documenting the actual Catalog Number for the item accepted.

**Order Receipt Text Table (ORTX)**

ACTION: P		SCREEN: ORTX		M M A R S		MM/DD/YY HH:MM:SS	
H-							
ORDER RECEIPT TEXT TABLE							
KEY IS ORDER RECEIPT ID, LINE NUMBER, TEXT LINE NUMBER							
ORDER RECEIPT ID: OR NEW 1000 7654321				LINE #: 002			
TEXT						TEXT	
-----						-----	
01-	ACCEPTED ELMERS PASTE #EE-599					0003	
02-							
03-							
04-							
05-							
06-							
07-							
08-							
09-							
10-							
11-							
12-							
03-*L030 ALL LINES ADDED							

When text entry is complete, enter an ACTION: P to return to the OR transaction.

**EDI Tip:** Entry in ORTX of text at Line 000 can be used for text that applies to the entire OR versus simply one particular line.

## 5. Process the OR to DONE

Edit the document using an ACTION: ED and press <Enter>.

Process the document on-line using an ACTION: WD and press <Enter> to bring the OR to DONE.

Below are the related OR screens for the DONE document. Note the SUB field in the OR transaction and related OR tables.

### Order Receipt (OR) Document Header Screen

FUNCTION:	DOCID: OR NEW 1000 7654321	MM/DD/YY HH:MM:SS
H-	BATID:	STATUS: DONE
	ORDER RECEIPT DOCUMENT	
TRANSACTION DATE: MM DD YY		ACTION: E
REF ORDER ID: PG NEW 1000 1234567		
VENDOR DELIVERY #: XYZ789		
REC'D BY: JQD		DATE RECEIVED: 10 20 97
VENDOR CODE: 042896127 0162		
NAME: OFFICE SUPPLIES INC		
ADDRESS:		
90 CAMBRIDGE ST		
CHARLESTOWN MA 02029		
CARRIER CODE:	TOTAL QTY REC:	31.00
CARRIER NAME:	CALC QTY REC:	31.00
COMMENTS:	CALC TOT RET:	10.00
	CALC TOT ACC:	21.00
H--EC24W-PLEASE VERIFY VEND DEL NUMBER		

### Order Receipt (OR) Document Line Screen 001

FUNCTION:	DOCID: OR NEW 1000 7654321	MM/DD/YY HH:MM:SS
01-	001-001 OF 005 BATID:	STATUS: DONE
LINE NUMBER: 001		REF PO LINE: 002
CATALOG NUMBER: CC-L01		
COMMODITY CODE: 620 05 01 9999		SERVICE CODE:
QTY ORDERED:	10.00	UNIT: EA
QTY BALANCE:	10.00	
QTY RECEIVED:	10.00 I/D: I	P/F:
QTY RETURNED:	10.00 I/D: I	
SUB: N		TEXT: Y
DESCRIPTION: OPENER LO-9		

**Order Receipt (OR) Document Line Screen 002**

FUNCTION: 002-002 OF 004      DOCID: OR NEW 1000 7654321      MM/DD/YY HH:MM:SS  
BATID:      STATUS: DONE

01-      LINE NUMBER: 002      REF PO LINE: 001

CATALOG NUMBER: E372  
COMMODITY CODE: 620 10 46 0040      SERVICE CODE:  
QTY ORDERED: 10.00      UNIT: EA  
QTY BALANCE: 10.00

QTY RECEIVED: 5.00 I/D: I      P/F:

QTY RETURNED: 0.00 I/D:

SUB: Y      TEXT: Y

DESCRIPTION: BLUE ELMERS

**Order Receipt (OR) Document Line Screen 003**

FUNCTION: 003-003 OF 004      DOCID: OR NEW 1000 7654321      MM/DD/YY HH:MM:SS  
BATID:      STATUS: DONE

01-      LINE NUMBER: 003      REF PO LINE: 003

CATALOG NUMBER: H127  
COMMODITY CODE: 620 10 46 0040      SERVICE CODE:  
QTY ORDERED: 10.00      UNIT: EA  
QTY BALANCE: 10.00

QTY RECEIVED: 10.00 I/D: I      P/F:

QTY RETURNED: 0.00 I/D:

SUB:      TEXT:

DESCRIPTION: DISPENSER



**Order Receipt (OR) Document Line Screen 004**

FUNCTION:	DOCID: OR NEW 1000 7654321	MM/DD/YY HH:MM:SS
004-004 OF 004	BATID:	STATUS: DONE
01-		
LINE NUMBER: 004	REF PO LINE: 004	
CATALOG NUMBER: TX1202		
COMMODITY CODE: 620 05 01 9999	SERVICE CODE:	
QTY ORDERED: 10.00	UNIT: EA	
QTY BALANCE: 10.00		
QTY RECEIVED: 6.00	I/D: I	P/F:
QTY RETURNED: 0.00	I/D:	
SUB:	TEXT:	
DESCRIPTION: INK-A-WAY		

**Open Order Receipt Header Table (OORH)**

ACTION: R	SCREEN: OORH	M M A R S	MM/DD/YY HH:MM:SS
*** OPEN ORDER RECEIPT HEADER TABLE ***			
KEY IS TRANSACTION ID			
01-			
TRANSACTION ID: OR NEW 10007654321			
VENDOR-CODE: 042896127 0162	TRANSACTION DATE: MM DD YY		
REF PO ID: PG NEW 10001234567			
VENDOR DELIVERY #: XYZ789			
RECEIPT DATE: 10 20 97	RECEIVED BY: JQD		
PROM STATUS: O			
CARRIER NO/NAME:			
TOTAL RECEIVED: 31.00			
TOTAL RETURNED: 10.00			
TOTAL ACCEPTED: 21.00			

## Open Order Receipt Line Table (OORL) 002

ACTION: R SCREEN: OORL M M A R S MM/DD/YY HH:MM:SS  
 \*\*\* OPEN ORDER RECEIPT LINE TABLE \*\*\*  
 KEY IS TRANSACTION ID, LINE NUMBER

01- TRANSACTION ID: OR NEW 10007654321

LINE NUMBER: 002  
 REF PO LINE: 001 VENDOR DELIVERY #: XYZ789  
 CATALOG NUMBER: E372 SUB: Y  
 DESCRIPTION: GLUE ELMERS  
 COMMODITY CODE: 620 45 05 9999 SERVICE CODE:  
 UNIT: EA TEXT IND: Y  
 QTY RECEIVED: 5.00 P/F IND: P  
 QTY RETURNED: 0.00

Note the new PROM IND field of 'A' which indicates a Three-Way Match.

## Procurement Match Table (PROM)

ACTION: R SCREEN: PROM M M A R S MM/DD/YY HH:MM:SS  
 \*\*\* PROCUREMENT MATCH TABLE \*\*\*  
 KEY IS PURCHASE ORDER ID, VENDOR DELIVERY NUMBER

PURCHASE ORDER ID: PG NEW 10001234567

VENDOR DELIVERY NUMBER	VENDOR INVOICE NUMBER	RECEIPT TRANS ID	PROM IND	PROM STAT
01- XYZ987		OR NEW 10007654321	A	O
02-				
03-				
04-				
05-				
06-				
07-				
08-				
09-				
10-				
11-				

## 6. Review the Vendor Invoice

In the training region, there is no Vendor Invoice data available. Assume the following screens apply to your case.

Look at the vendor-submitted VI which is in REJCT status on SUSF.

### Suspense File (SUSF)

```

ACTION: R  SCREEN: SUSF          M M A R S          MM/DD/YY HH:MM:SS
DOCUMENT SUSPENSE FILE INQUIRY
FUNCTION:
  S
  E ----BATCH ID-----DOCUMENT ID-----          LAST   LAST
  L  TRAN DEPT NUMBER  TRAN DEPT ORG  NUMBER  STAT  APPRV  DATE   USER
  -----
00-
01-      .      .      .      VI  NEW  10000000123  REJCT  00000  980409  ITDAKF
02-      .      .      .      VI  NEW  1000NBVI001  DONE  00000  970831  CTAE3
03-      .      .      .      VI  NEW  1000NBVI002  DONE  00000  970831  CTAE3
04-      .      .      .      VI  NEW  1000NB818A2  DONE  00000  970630  CTAE3
05-      .      .      .      VI  NEW  1000NB818A3  DONE  00000  970630  CTAE3
06-      .      .      .      VI  NEW  1000NB05B3  REJCT  00000  970630  ITDAKF
07-      .      .      .      VI  NEW  1000NB811A  SCHED  00000  970819  ITDACO
08-      .      .      .      VI  NEW  1000NT0811A  DONE  00000  970630  ITDAKF
09-      .      .      .      VI  NEW  1000NT0811B  REJCT  00000  970630  ITDAKF
10-      .      .      .      VI  NEW  1000PVVG04B  DONE  00000  970825  NEWAFQ
11-      .      .      .      VI  NEW  1000PVVG05A  DONE  00000  970830  NEWAFQ
12-      .      .      .      VI  NEW  1000PVVG05B  DONE  00000  970825  NEWAFQ
13-      .      .      .      VI  NEW  1000PVVG06A  DONE  00000  970830  NEWAFQ

```

Access the document to review the header and line screens and determine the cause of the REJCT status.

In reviewing your encumbrance and your OR Tables, let's assume your original OR should have accepted substitutions on lines 001, 002, and 003. The VI line screens show error messages for lines 001 and 003.

On OR Lines 001 and 003, the vendor has submitted Catalog Numbers that differ from the PG. Because OR entries for these two lines do not have a value of 'Y' in the SUB field (blank defaults to 'N'), the differing Catalog Numbers are not accepted and result in a VI REJCT status.

Also, notice that the vendor has invoiced a quantity of ten (10) on each of the *five* lines on the PG.

### Vendor Invoice (VI) Document Line Screen 001

FUNCTION:	001-001 OF 005	DOCID: VI NEW 1000 0000123	MM/DD/YY HH:MM:SS
		BATID:	STATUS: REJCT
01-	LINE NUMBER: 001	REF PO LINE: 002	
	CATALOG NUMBER: A-922		
	COMMODITY CODE: 620 05 01 9999	SERVICE CODE:	
	QTY ORDERED: 10.00	UNIT: EA	
	QTY INVOICED: 10.00	I/D:	
	UNIT COST: 4.73	I/D:	
	TOTAL LINE COST: 47.30	P/F:	
	CONDITION:	TEXT IND: Y	
	DESCRIPTION:		
	DATES OF SERVICE:		
01- S172E - CAT PART NUM NOT = ORIGINAL			

### Vendor Invoice (VI) Document Line Screen 003

FUNCTION:	003-003 OF 005	DOCID: VI NEW 1000 0000123	MM/DD/YY HH:MM:SS
		BATID:	STATUS: REJCT
01-	LINE NUMBER: 003	REF PO LINE: 003	
	CATALOG NUMBER: X440TR		
	COMMODITY CODE: 620 05 01 0005	SERVICE CODE:	
	QTY ORDERED: 10.00	UNIT: EA	
	QTY INVOICED: 10.00	I/D:	
	UNIT COST: 2.6500	I/D:	
	TOTAL LINE COST: 26.50	P/F:	
	CONDITION:	TEXT IND: Y	
	DESCRIPTION:		
	DATES OF SERVICE:		
01- S172E - CAT PART NUM NOT = ORIGINAL			



## 7. Correct the OR Transaction Using SUSF.

Let's correct the OR transaction through SUSF.

If the error is discovered while the document appears on the Suspense File, access the OR using a Batch Number. If the error is discovered after the document has left the Suspense File, simply access it by entering the OR Document ID.

FUNCTION:	DOCID: OR NEW 1000 7654321	MM/DD/YY HH:MM:SS
H-	BATID:	STATUS:
	ORDER RECEIPT DOCUMENT	
TRANSACTION DATE:		ACTION:
REF PO ID:		
VENDOR DELIVERY #:		
RECEIVED BY:		RECEIPT DATE:
VENDOR CODE:		
NAME:		
ADDRESS:		
CARRIER CODE:		TOTAL QTY REC:
CARRIER NAME:		CALC QTY REC:
COMMENTS:		CALC TOT RET:
		CALC TOT ACC:

Once you reach the OR Document screen above, modify the OR using ACTION: M as you have done in the past.

Enter today's date in the **TRANSACTION DATE:** field

Enter **ACTION: M** to modify.

Enter the **RECEIPT DATE:** from the original OR.

Press <Enter>



## 8. Enter the Modifying Data for Each Line with an Error

You are brought to a line screen with no data inferred.

The first correction is to modify OR line 001's SUB field from 'N' to 'Y' and to decrease the QTY RETURNED, as well as to provide documentation in the ORTX Table.

Enter OR Line Number 001 referencing REF PO LINE number 002, and OR Line Number 003 referencing REF PO LINE number 003, which you have obtained from your original OR documents.

Because the modification process requires data in the QUANTITY RECEIVED field, tab to the field and enter a zero (0), then enter an 'I' in the I/D field to indicate that you are increasing the line by no amount.

Next, enter a quantity of ten (10) in the QTY RETURNED field and a 'D' in the I/D field to reverse the rejection.

Now enter a 'Y' in the SUB field to indicate a substitution is acceptable.

Finally, enter a 'Y' in the TEXT field since documentation is always required when the SUB field is populated.

### Order Receipt (OR) Modification Line 001 Screen

FUNCTION: 001-001 OF 002		DOCID: OR NEW 1000 7654321	MM/DD/YY HH:MM:SS
01-		BATID:	STATUS:
LINE NUMBER: 001		REF PO LINE: 002	
CATALOG NUMBER:		SERVICE CODE:	
COMMODITY CODE:		UNIT:	
QTY ORDERED:			
QTY BALANCE:			
QTY RECEIVED:	0.00	I/D: I	P/F:
QTY RETURNED:	10.00	I/D: D	
SUB: Y	TEXT: Y		
DESCRIPTION:			

For items with a SUB status of 'Y' OR 'N', you must document the accepted substitution's Catalog Number since only the original item's Catalog Number, as entered on the encumbrance, appears on OR tables.

Access the ORTX table by entering FUNCTION: TX and add new text for OR line 001 explaining the SUB status modification. In this case, you will need to document the Catalog Number of the Substitution you are accepting, the reason for accepting a substitute and any other relevant information for the vendor. Remember to take screen prints for transmission to the vendor.

To modify OR Line 003 you will need to change the SUB status from the original OR, which was blank defaulting to 'N' causing a reject, to 'Y' in order to accept the delivery. Remember that QTY RECEIVED requires data, but you are increasing the amount delivered by zero (0).

### Order Receipt (OR) Modification Line 003 Screen

FUNCTION:	DOCID: OR NEW 1000 7654321	MM/DD/YY HH:MM:SS
001-001 OF 002	BATID:	STATUS:
01-		
LINE NUMBER: 003	REF PO LINE: 003	
CATALOG NUMBER:		
COMMODITY CODE:	SERVICE CODE:	
QTY ORDERED:	UNIT:	
QTY BALANCE:		
QTY RECEIVED: 0.00	1/D: 1	P/F:
QTY RETURNED:	1/D:	
SUB: Y	TEXT: Y	
DESCRIPTION:		

Edit the document (ED) or batch (EB) as appropriate, and press <Enter>.

The Header screen should reflect data similar to that shown below.

### Order Receipt (OR) Modification Header Screen

FUNCTION:	DOCID: OR NEW 1000 7654321	MM/DD/YY HH:MM:SS
H-	BATID:	STATUS: DONE
	ORDER RECEIPT DOCUMENT	
TRANSACTION DATE:MM DD YY		ACTION: M
REF ORDER ID: PG NEW 1000 1234567		
VENDOR DELIVERY #: XYZ789		
REC'D BY: JQD		DATE RECEIVED: 10 20 98
VENDOR CODE: 042896127 0162		
NAME: OFFICE SUPPLIES, INC		
ADDRESS:		
90CAMBRIDGE ST.		
CHARLESTOWN	MA 02029	
CARRIER CODE:	TOTAL QTY REC:	
CARRIER NAME:	CALC QTY REC:	0.00
COMMENTS:	CALC TOT RET:	-10.00
	CALC TOT ACC:	10.00

The quantity field values indicate that you now accept the previously rejected goods.

Now enter **FUNCTION: WD** to process on-line, and press <Enter>.

Once the OR is DONE, take screen prints in order to notify the vendor and provide an audit trail for your department.

All related tables are adjusted to reflect the modification. You must now follow departmental procedures to edit the VI so a match can occur.

Once the VI is in a DONE status, there are no longer Catalog Number error messages.

### Vendor Invoice (VI) Document Line Screen 001

FUNCTION:	001-0010F 005	DOCID: VI NEW 1000 NBVINTT	MM/DD/YY HH:MM:SS
		BATID:	STATUS: DONE
01-			
LINE NUMBER:	001	REF PO LINE:	002
CATALOG NUMBER:	CC-L01		
COMMODITY CODE:	620 05 01 0005	SERVICE CODE:	
QTY ORDERED:	0	UNIT:	EA
QTY INVOICED:	10.00	I/D:	
UNIT COST:	4.7300	I/D:	
TOTAL LINE COST:	47.30	P/F:	
CONDITION:		TEXT IND:	
DESCRIPTION:			
DATES OF SERVICE:	-		



Now look at the PROM table which reflects the updated PROM STATUS resulting from the nightly procurement match cycle.

The OR/VI remain unmatched with a PROM status of 'U'.

ACTION: R    SCREEN: PROM		M M A R S		MM/DD/YY HH:MM:SS	
*** PROCUREMENT MATCH TABLE ***					
KEY IS PURCHASE ORDER ID, VENDOR DELIVERY NUMBER					
PURCHASE ORDER ID: PG NEW 10001234567					
	VENDOR DELIVERY NUMBER	VENDOR INVOICE NUMBER	RECEIPT TRANS ID	PROM IND	PROM STATUS
	-----	-----	-----	-----	-----
01-	LHVI002	LHVI002	OR NEW 10007654321	A	U
02-					
03-					
04-					
05-					
06-					
07-					
08-					
09-					
10-					
11-					
03-*L009 HEADER CHANGE					

After checking the ORHV and ORLV Tables or the 732 B Error Report, you determine that the vendor correctly invoiced five lines and the OR is missing the fifth line.

We will now correct the error causing this Unmatched status in Case #4.



## Case Study #4

**Objective:** Insert an omitted line on an OR through SUSF.

**1. Retrieve the OR document used in Case Study #3.**

As you will recall from Case Study # 3, the Vendor Invoice billed the department for *five* lines or items causing an unmatched condition because the OR acknowledged receipt of only *four* lines or items.

Since the OR is in a DONE status, navigate to the SUSF file to create a modifying document.

Once you access the blank OR Document screen, process a modification using ACTION: M. In the TRANSACTION DATE field, enter today's date. Next, enter an ACTION: M for modification. In RECEIPT DATE, enter the original date the item was received from the original OR. Enter ten (10) in the TOTAL QTY REC field which is the total quantity being inserted for PG line 005 as submitted on the VI, as noted in Case Study #3.

**Order Receipt (OR) Document**

FUNCTION:	DOCID: OR NEW 1000 7654321	MM/DD/YY HH:MM:SS
H-	BATID: OR NEW 123456	STATUS:
	ORDER RECEIPT DOCUMENT	
TRANSACTION DATE: MM YY DD	ACTION: M	
REF PO ID:		
VENDOR DELIVERY #:		
RECEIVED BY:	RECEIPT DATE: 10 20 97	
VENDOR CODE:		
NAME..		
ADDRESS:		
CARRIER CODE:	TOTAL QTY REC: 10	
CARRIER NAME:	CALC QTY REC:	
COMMENTS:	CALC TOT RET:	
	CALC TOT ACC:	

Press <Enter> to access the OR line screen.

At the LINE NUMBER field, enter 005 to add a new OR line. In the REF PO LINE field enter 005 which is the PG line for this item.

In the QTY RECEIVED field, enter ten (10). In the I/D field, enter an 'I' for increase.

### Order Receipt (OR) Document Line Screen

FUNCTION:	DOCID: OR FUN 1000 4564564	MM/DD/YY HH:MM:SS
000-000 OF 000	BATID: OR FUN 4564564	STATUS:
01-	LINE NUMBER:005	REF PO LINE:005
CATALOG NUMBER:		
COMMODITY CODE:	SERVICE CODE:	
QTY ORDERED:	UNIT:	
QTY BALANCE:		
QTY RECEIVED:10	I/D: I	P/F:
QTY RETURNED:	I/D:	
SUB:	TEXT:	
DESCRIPTION:		

Press <Enter.>

### Order Receipt (OR) Document Line Screen

FUNCTION:	DOCID: OR FUN 1000 4564564	MM/DD/YY HH:MM:SS
000-000 OF 000	BATID: OR FUN 4564564	STATUS:
01-	LINE NUMBER:005	REF PO LINE: 005
CATALOG NUMBER:		
COMMODITY CODE:	SERVICE CODE:	
QTY ORDERED:	UNIT:	
QTY BALANCE:		
QTY RECEIVED: 10.00	I/D: I	P/F:
QTY RETURNED:	I/D:	
SUB:	TEXT:	
DESCRIPTION:		

In the FUNCTION, edit the document (ED) or batch (EB) as necessary and note the status is brought to SCHED.

### Order Receipt (OR) Batch Document

FUNCTION:	DOCID: OR FUN 1000 7654321	MM/DD/YY HH:MM:SS
H-	BATID:	STATUS: SCHED
	ORDER RECEIPT DOCUMENT	
TRANSACTION DATE: MM DD YY		ACTION: M
REF ORDER ID: PG NEW 10001234567		
VENDOR DELIVERY #: XYZ789		
REC'D BY: JQD		DATE RECEIVED: 10 20 97
VENDOR CODE: 042896127 0162		
NAME: OFFICE SUPPLIES INC		
ADDRESS:		
90 CAMBRIDGE ST		
CHARLESTOWN MA 02129		
CARRIER CODE:	TOTAL QTY REC:	10.00
CARRIER NAME:	CALC QTY REC:	10.00
COMMENTS:	CALC TOT RET:	0.00
	CALC TOT ACC:	10.00

Now place a 'WD' in the FUNCTION field, and press <Enter> bringing the document to DONE.

The related OR Tables and encumbrance will be updated.

## 2. Verify the PROM Status

After successful match processing overnight, the PROM STATUS will show 'C' CLOSED on the PROM Table, and a PV will generate.

### Procurement Match (PROM) Table

ACTION: R SCREEN: PROM

M M A R S

MM/DD/YY HH:MM:SS

\*\*\* PROCUREMENT MATCH TABLE \*\*\*

KEY IS PURCHASE ORDER ID, VENDOR DELIVERY NUMBER

PURCHASE ORDER ID: PG NEW 10001234567

VENDOR DELIVERY NUMBER	VENDOR INVOICE NUMBER	RECEIPT TRANS ID	PROM IND	PROM STAT
01- XYZ789	VI NEW 10000000123	OR NEW 10007654321	A	C
02-				
03-				
04-				
05-				
06-				
07-				
08-				
09-				
10-				
11- 03-*L009	HEADER CHANGE			

## Section F





# Student Class Evaluation Form

<b>Name:</b>	<b>Phone:</b>	<b>Agency:</b>
<b>Class:</b>	<b>Date:</b>	<b>Instructor:</b>

**Pre-Requisites: Did you meet the prerequisites for this class?**      **Yes or No (circle one)**

	Excellent	Good	Fair	Poor
<b><u>Instructor</u></b>				
A. The instructor was knowledgeable in the subject				
B. The instructors presentation was clear, and well organized				
C. The instructor moved at an appropriate pace				
D. The instructor stayed focused on the class objectives				
E. The instructor took the time to answer questions				
<b><u>Equipment &amp; Environment</u></b>				
A. The class room was orderly and clean				
B. The system functioned properly during class				
C. The registration process was thorough and timely				
<b><u>The Course</u></b>				
A. The manual/handouts given in class was useful				
B. The objectives focused on my job responsibilities				
C. The objectives were clear, appropriate and achieved				
D. The practice exercises were an aid to my learning				
E. The overall class was				

**Additional Comments:**

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*The Comptrollers Training Unit thanks you for attending one of our educational classes. If you would like extra help or further information on upcoming training, please feel free to call our registrar at 617-727-5000 extension 303.*





